



## 4.0 Record Retention and Deletion Policy

### St Oswald's C.E. Primary School

|                                     |   |
|-------------------------------------|---|
| <b>Last Reviewed</b>                | April 2023  |
| <b>Reviewed By (Name)</b>           | Rebecca Wood and Faye Simons  |
| <b>Job Role</b>                     | Head teacher and School Business Officer  |
| <b>Next Review Date</b>             | April 2024  |
| <b>Version produced Spring 2023</b> | <p>Introductory information at 4.2 about IICSA removed as the Inquiry closed in Oct 2022.</p> <p>New section inserted at 4.8 relating to child sexual abuse and 4.9 regarding staff records.</p> <p>Recommendations from the Inquiry have been incorporated into the tables throughout in section 4.11 (subsections 1 , 6, 7, 8, 18, 10 and 24)- please see <b>green</b> text.</p> <p>Some further minor amends and additions throughout retention table- please see <b>green</b> text.</p> |

This document will be reviewed annually and sooner when significant changes are made to the law

Guidance from the Department for Education about school policies can be found here:

<https://www.gov.uk/government/publications/statutory-policies-for-schools-and-academy-trusts/statutory-policies-for-schools-and-academy-trusts>

# Contents

|   |    |
|---|----|
| 4.1 How to use this document.....   | 5  |
| 4.2 Introduction .....  | 2  |
| 4.3 Purpose .....   | 2  |
| 4.4 Disposal of Data .....  | 2  |
| 4.5 Transfer of Records to Archives.....  | 3  |
| 4.6 Transfer of Records to other Media.....   | 4  |
| 4.7 Transfer of Records to other Settings & ‘Last Known School’ .....                             | 4  |
| 4.8 Records relating to Child Sexual Abuse.....   | 5  |
| 4.9 Retention of Records relating to Staff .....  | 5  |
| 4.10 Responsibility and Monitoring.....   | 5  |
| 4.11 Retention tables.....  | 7  |
| 1. Governing Body.....  | 7  |
| 2. Headteacher & Senior Management/Leadership Team .....  | 13 |
| 3. Admissions .....   | 15 |
| 4. Operational Administration .....   | 16 |
| 5. School Communications.....   | 18 |
| 6. HR – Recruitment.....  | 19 |
| 7. HR – Operational Staff Management.....   | 21 |
| 8. HR - Management of Disciplinary and Grievance Processes .....                                  | 24 |
| 9. HR – Payroll & Pensions .....  | 26 |
| 10. Health and Safety .....   | 27 |
| 11. Financial Management – Risk & Insurance, Asset Management.....                                | 28 |
| 12. Financial Management – Accounts and Statements including Budget Management.....               | 29 |
| 13. Financial Management – Contract Management .....  | 30 |
| 14. Financial Management – School Fund .....  | 30 |
| 15. Financial Management – School Meals .....   | 30 |
| 16. Property Management.....  | 31 |
| 17. Pupil Education Record (see s2 Education Record (Pupil Information) Regulations 2005 ). ..... | 32 |
| 18. Child Protection (CP) / Safeguarding Records.....   | 34 |
| 19. Attendance.....   | 37 |
| 20. Special Educational Needs (SEN).....  | 38 |
| 21. Curriculum Management .....   | 39 |
| 22. Implementation of Curriculum .....  | 40 |
| 23. Extra Curriculum Management.....  | 42 |
| 24. Family Liaison / Early Help / Alternative Provision .....                                     | 43 |

25. Local Authority ..... 44

26. Central Government ..... 44

27. Parent / Alumni Associations ..... 45

28. Recordings (meetings, calls, online lessons) – schools, please adapt this section to suit ensuring it is consistent with the Acceptable Use policy section 7.8 ..... 45

29. Pupil Work Experience / Placement Records (Secondary schools)..... Error! Bookmark not defined.

30. Administration of Medication..... 45

Specimen Checklist for Annual Review of School Records and Safe Data Destruction ..... 47

## 4.1 How to use this document

This is a very big document. It can be read from front to back, but this will take time. Therefore, you can use the drop-down boxes below to select your role in school – this will then suggest the most relevant sections, alternatively you can select from an A-Z of relevant provisions.

|   |                     |
|---|---------------------|
| My Role:<br>(please choose from the dropdown and press tab) | Suggested sections: |
| Please select   |                     |

### A-Z

[Admissions](#)  
[Attendance](#)  
[Central Government](#)  
[Child Protection \(CP\) / Safeguarding Records](#)  
[Curriculum \(Implementation\)](#)  
[Curriculum Management](#)  
[Extra Curriculum Management](#)  
[Family Liaison / Early Help / Alternative Provision](#)  
[Financial Management – Accounts and Statements including Budget Management](#)  
[Financial Management – Contract Management](#)  
[Financial Management – Risk & Insurance, Asset Management](#)  
[Financial Management – School Fund](#)  
[Financial Management – School Meals](#)  
[Governing Body](#)  
[Headteacher & Senior Management/Leadership Team](#)  
[Health and Safety](#)  
[HR - Management of Disciplinary and Grievance Processes](#)  
[HR – Operational Staff Management](#)  
[HR – Payroll & Pensions](#)  
[HR – Recruitment](#)  
[Local Authority Returns](#)  
[Medication \(Administration Records\)](#)  
[Operational Administration](#)  
[Parent / Alumni Associations](#)  
[Property Management](#)  
[Pupil Education Record inc SEN, Ed Psych reports](#)  
[Recording Meetings, calls, online lessons, training](#)  
[School Communications inc email & social media](#)  
[Special Educational Needs \(SEN\)](#)  
[Work Experience / Placement \(pupil\)](#)

## 4.2 Introduction

This record retention and deletion policy contains recommended retention periods for the different record series created and maintained by Rebecca Wood. The schedule refers to all information whether it is held in hard copy or electronic format including cloud and web based or on third party platforms.

Some of the retention periods are governed by statute. Others are guidelines, following best practice, employed by schools throughout the United Kingdom. Every effort has been made to ensure that these retention periods are compliant with the requirements of the UK General Data Protection Regulation 2018 (GDPR), the Data Protection Act 2018 (DPA), Article 8, the Human Rights Act 1998, the Freedom of Information Act 2000 (FOI) and the Code of Practice on Records Management (under Section 46 of the FOI).

Managing records series using these retention guidelines will be deemed to be 'normal processing' under the terms of the legislation noted above. If those record series are to be kept for longer or shorter periods than the time scales held in this document, the reasons for any deviation must be recorded.

## 4.3 Purpose

This policy, for managing records at St Oswald's C.E. Primary School has been drawn up in conformity with legislation, regulations affecting schools and best practice as promoted by the Information and Records Management Society of Great Britain.

This policy sets out guidelines for recording, managing, storing and the disposal of data, whether they are held on paper or electronically (including online), in order to assist staff, and the school, to comply with the General Data Protection Regulation (EU) 2016/679 (GDPR) including as adopted by the United Kingdom as a result of its exit from the European Union ("UK GDPR"), Data Protection Act 2018 and the Freedom of Information Act 2000. It should be read and used in conjunction with all of our related policies.

It is expected that;

- All information held by schools needs to be justifiable, by reference, to its purpose.
- Schools must be transparent and accountable as to what data they hold.
- Schools must understand and explain the reasons why they hold data.
- Schools must be able to respond to Subject Access Requests.
- Schools must be able to amend, delete or transfer data promptly upon any justified request.
- Schools must be able to audit how personal data was collected and when and why.
- Schools must hold sensitive data securely, accessed only by those with reason to view it and possess a policy as to why it is needed.
- Schools must have retention policies that reflect the importance of records relating to child sexual abuse to victims and survivors, and that they may take decades to seek access to such records.

## 4.4 Disposal of Data

Article 5(e) of the GDPR states that personal data should be 'kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes... in order to safeguard the rights and freedoms of the data subject ('storage limitation')'.

Not all data needs to be destroyed. The school should determine whether records are to be selected for permanent preservation, or for destruction or to be transferred into a different format.

When information is no longer required, it should be disposed of. For confidential, sensitive or personal information, to be considered securely disposed of, it must be in a condition where it cannot either be read or reconstructed.

Skips, 'regular' waste disposal and ribbon shredders are not secure.

Paper records should be cross-shredded, incinerated, or pulped.

CDs/DVDs/discs should be cut into pieces. Hard copy images, AV recordings and hard disks should be dismantled and destroyed. Where third party disposal companies are employed, a certificate of destruction must be obtained. Staff working for external provider should have been trained in the handling and destruction of confidential data.

If the school receives a request for records that have not yet been destroyed, even if they should have been destroyed, that record must still be made available to the requestor.

The Freedom of Information Act 2000 requires the school to maintain a list of all records that have been destroyed and who authorised their destruction. This record should be retained for 15 years. The appropriate members of staff (Data Lead) should record:

- File reference and/or unique identifier
- File title or brief description of contents
- Number of files
- Name of the authorising officer

An example is contained in Annex A.

## 4.5 Transfer of Records to Archives

A school archive is different from official school records. A school archive preserves data where there is a legitimate interest in holding that information e.g. to commemorate a significant event in the life of the school. It can take on many characteristics and serve many purposes--but it neither compliments nor replaces the official record-keeping systems.

Where records have been identified as being worthy of permanent preservation, due to their historical or social value, they may be retained on site or offered to the Local Authority Record Office (see local guidance [Find an archive | The National Archives](#)).

Where the school decides to maintain an onsite archive, the school should consult with their Data Protection Officer to implement the following steps:

- Establish what information needs to be archived
- Select someone to serve as the archivist. This may be an additional function within an established role, to work alongside both the Data Protection Officer and Data Lead officer (where applicable).
- Select a physical location to house the collection, and determine what equipment and supplies are needed to accomplish the project for the first year and on a continuing basis e.g. safe storage, shelving
- Remember that archives can include electronic data e.g. schools may have digital photographs which are no longer displayed on their website or social media pages. Consider not only holding and cataloguing this data in a secure driver, but making potential requestors aware of its presence, through a dedicated website.

- Come to an agreement with the Local Authority Record Office, in order for the collected materials could be turned over if the school archives should be discontinued.

## 4.6 Transfer of Records to other Media

Where lengthy retention periods have been allocated to records, schools should consider converting paper records to other media (e.g. digital or virtual, 'cloud' based). The lifespan of the media, and the ability to migrate data, should be documented in a Digital Continuity Policy. A scanning risk assessment is recommended to ensure the procedure is adequate. Further information about digital continuity can be found on the [National Archives website](#) who also provide guidance on assessing and managing [digital continuity risks](#) and a [digital continuity checklist](#). Schools that believe that they need to retain digital records over a long period on devices, software systems or in formats that may become inaccessible due to developments in technology should seek further advice from the Data Protection Officer and their IT support staff.

## 4.7 Transfer of Records to other Settings & 'Last Known School'

When a child leaves the school, all pupil records, including safeguarding/child protection records should be transferred in a secure manner, to the child's new school. If the records contain sensitive information (e.g. Child Protection records), proof of receipt must be obtained and logged by the school's Data Lead. [Keeping Children Safe in Education 2022](#) (KCSiE) states that "where children leave the school or college, the designated safeguarding lead should ensure their child protection file is transferred to the new school or college as soon as possible, and within 5 days for an in-year transfer or within the first 5 days of the start of a new term to allow the new school or college to have support in place for when the child arrives. The designated safeguarding lead should ensure secure transit, and confirmation of receipt should be obtained. For schools, this should be transferred separately from the main pupil file." All copies of data held by the school that the child has departed should then be deleted or retained in line with the retention schedule below, including all paper records and data stored electronically. Generally, a record should be kept for tracking and auditing purposes only.

Schools may wish to retain some minimal 'skeleton' data about pupils' admission, departure and next destination (where known) in order to respond to any requests for information about these pupils and for the school's historical archive. If schools intend to create and maintain these records, this should be noted on the retention policy. In some instances, schools may have a legitimate interest in retaining a copy of more detailed pupil records for a longer time period. If the school does retain pupil records, then they should be prepared to justify this retention and will need to consider if a Data Protection Impact Assessment should be completed for any extended retention of records once a pupil has left the school. See section 17.5 below.

Responsibility for maintaining the pupil record passes to the 'last known school'.

The school is the final or last known school if:

- secondary phase and the pupil left at 16 years old or for post-16 or independent education, or;
- at any point the pupil left for elective home education, they are missing from education, or have left the UK, or have died.

The Pupil Record should be retained as a whole for 25 years from the date of birth of the pupil, after which time, if no longer required, it can be deleted or destroyed.

SEN and other support service records can be retained for a longer period of 31 years to enable defence in a "failure to provide a sufficient education" case.



If a school wishes to retain data for analysis or statistical purposes, it should be done in an anonymised fashion.

## 4.8 Records relating to Child Sexual Abuse

Records relating to child sexual abuse should be retained for 75 years, in line with the recommendations arising from the outcome of the [Independent Inquiry into Child Sexual Abuse \(IICSA\)](#). The Inquiry stated that these records should be retained for such a long period in recognition of the importance of these records to victims, but that they should be regularly reviewed during that extended retention period. Where records are held digitally, schools will particularly need to consider digital continuity if they hold records for staff or governors where there are relevant records or are the 'last known school' responsible for this long retention period for any relevant pupil records.

Where there is evidence, or allegations of child sexual abuse, then it will almost certainly be appropriate to retain the entire pupil, staff or other record as a whole, not just the parts of the record that pertain to the abuse. Staff whose duties include reviewing or digitising records should be trained to understand the importance of any evidence or allegations of child sexual abuse that they may happen to uncover, whether that was what they were looking for and the importance of them bringing these to the attention of school leadership and/or preserving these records.

The Inquiry report also recommends that the UK government directs the Information Commissioner's Office (ICO) to introduce a Code of Practice on retention of and access to records known to relate to child sexual abuse. This Policy will be updated in line with any Code of Practice from the ICO. The report states that such a code should set out that institutions should have:

- retention policies that reflect the importance of such records to victims and survivors, and that they may take decades to seek to access such records;
- clear and accessible procedures for victims and survivors of child sexual abuse to access such records;
- policies, procedures and training for staff responding to requests to ensure that they recognise the long-term impact of child sexual abuse and engage with the applicant with empathy.

## 4.9 Retention of Records relating to Staff

As stated above regarding the long-term retention of minimal pupil records, schools may wish to retain very basic 'skeleton' records about staff that have worked in the school beyond the normal retention of the whole personnel/HR file. This information may include the staff name, role, contract start and end dates. This may be useful for schools who may need to respond to requests for information from/regarding staff, in the event of it being needed for litigation or other legal purpose and as part of their historical archive. If schools intend to create and maintain these records, this should be noted on the retention policy (at section 7.11 below)

## 4.10 Responsibility and Monitoring

The **Head Teacher, School Business Officer**, hold primary and day to day responsibility, for implementing this policy. The Data Protection Officer, in conjunction with the school, is responsible for monitoring its use and effectiveness and resolving any queries with regards the interpretation of the policy.

All permissions to access data are granted by the Head Teacher and recorded in the member of staff's personnel file.

All teaching and office staff are given training and guidance on accessing and managing school records, to ensure compliance with the time scales laid out under the retention schedule. All members of staff, with access to records, are expected to;

- Manage their current record keeping systems using the Retention Policy.
- Only dispose of records in accordance with the requirements outlined in this policy, if authorised to do so.

- Ensure that any proposed divergence from the records retention schedule and disposal policies is authorised and documented by the Head Teacher.

This policy does not form part of any employee's contract of employment and is not intended to have a contractual effect. However, it does reflect the school's current practice, the requirements of current legislation and best practice and guidance. It may be amended by the school but any changes will be notified to employees within one month of the date on which the change is intended to take effect. The school may also vary any parts of the procedure, including time limits, as appropriate.

## 4.11 Retention tables

| Reference         | File description   | Format /<br>How /<br>Where this<br>file is held | Responsible<br>Role | Retention |                           |                    |   |
|-------------------|--|---|---------------------|-----------|---------------------------|--------------------|---|
|                   |  |   |                     | Period    | Trigger                   | Basis              | Action at<br>end of use   |
| 1. Governing Body |  |   |                     |           |                           |                    |   |
| 1.1               | Instruments of Government including<br>Articles of Association | PDF<br>document<br>Governor<br>Hub              | Clerk               | Permanent | Closure of school         | Common<br>practice | These<br>should be<br>retained in<br>the schools<br>whilst the<br>school is<br>open and<br>then to the<br>Local<br>Authority<br>Record<br>Office,<br>when the<br>school<br>closes |
| 1.2               | Trusts and Endowments managed by the<br>Governing Body         | N/A   | N/A                 | Permanent | End of<br>operational use | Common<br>practice | These<br>should be<br>retained by<br>the school,<br>whilst the<br>school is<br>open and<br>then to the<br>Local<br>Authority  |

| Reference | File description   | Format /<br>How /<br>Where this<br>file is held | Responsible<br>Role | Retention  |                     |                 |  |
|-----------|--|---|---------------------|--|---------------------|-----------------|--|
|           |  |   |                     | Period   | Trigger             | Basis           | Action at<br>end of use  |
|           |  |   |                     |  |                     |                 | Record<br>Office,<br>should the<br>school<br>close   |
| 1.3       | Scheme of delegation and terms of reference for committees | PDF copy on Governor Hub                        | Clerk               | Until superseded or whilst relevant (schools may wish to retain these records for reference purposes in case decisions need to be justified) | Expiration of terms | Common practice | If the school is unable to store these, they should be offered to the Local Authority Office |
| 1.4       | Governor's Code of Conduct                                 | PDF copy on Governor Hub                        | Clerk, Cof G and HT | One copy of each version should be kept for the life of the school.  |                     | Common practice |  |
| 1.5       | Records relating to the election of chair and vice chair   | Governor Hub                                    | Clerk               | Once the designation has been recorded in the minutes, the records relating to the election can be destroyed                                 | Date of appointment | Common practice | Secure disposal  |

| Reference | File description  | Format /<br>How /<br>Where this<br>file is held                      | Responsible<br>Role       | Retention   |                        |                    |                         |
|-----------|---|--|---------------------------|---|------------------------|--------------------|-------------------------|
|           |   |  |                           | Period  | Trigger                | Basis              | Action at<br>end of use |
| 1.6       | Appointment of a clerk to the governing body  | Paper copies<br>File in HR<br>records in<br>school filing<br>cabinet | Governing<br>Board/school | Date of end of<br>appointment + 6 years<br>(note HR records may<br>require different<br>retention)  | Date of<br>appointment | Common<br>practice | Secure<br>disposal      |
| 1.7       | Records relating to the appointment of parent and staff governors, not appointed by the governors | Paper copies<br>File in HR<br>records in<br>school filing<br>cabinet | clerk                     | Date of election + 6<br>months  | Date of election       | Common<br>practice | Secure<br>disposal      |
| 1.8       | Records relating to the appointment of co-opted governors   | Paper copies<br>File in HR<br>records in<br>school filing<br>cabinet | clerk                     | Provided that the<br>decision has been<br>recorded in the<br>minutes, the records<br>relating to the<br>appointment can be<br>destroyed once the co-<br>opted governor has<br>finished their term of<br>office (except where<br>there have been<br>allegations concerning<br>children – in this case,<br>retain for 25 years, or<br>for allegations<br>involving child sexual<br>abuse for 75 years in<br>line with the IICSA | Date of<br>appointment | Common<br>practice | Secure<br>disposal      |

| Reference | File description   | Format /<br>How /<br>Where this<br>file is held  | Responsible<br>Role | Retention  |  |  |                         |
|-----------|--|--|---------------------|--|--|--|-------------------------|
|           |  |  |                     | Period   | Trigger  | Basis  | Action at<br>end of use |
|           |  |  |                     | recommendations for<br>extended retention of<br>records relating to<br>child sexual abuse. |  |  |                         |
| 1.9       | Application forms – successful candidates  | Individual file<br>in filing<br>cabinet          | Clerk               | End of year in office +<br>1year   | End of period of<br>office                                       | Common<br>practice   | Secure<br>disposal      |
| 1.10      | Appointment documentation: <ul style="list-style-type: none"> <li>Terms of office of serving governors, including evidence of appointment</li> <li>Governor declaration against disqualification criteria</li> <li>Register of business interests</li> <li>Training required, and received, by governors</li> <li>Induction programme for new governors</li> <li>DBS checks carried out on the clerk and members of the governing body</li> <li>Governor personnel files.</li> </ul> | Filing Cabinet<br><br>Governor<br>Hub<br><br>SCR | Clerk and SBO       | Date of appointment +<br>6 years   | Date of<br>appointment   | Common<br>practice   | Secure<br>disposal      |
| 1.11      | Annual Reports   | Governor<br>Hub                                  | Clerk               | Date of the report + 10<br>years   | End of the<br>calendar year<br>that the record<br>was created in | Education<br>(Governor's<br>Annual<br>Reports)<br>(England)<br>(Amendment) | Secure<br>disposal      |

| Reference | File description   | Format /<br>How /<br>Where this<br>file is held | Responsible<br>Role | Retention  |                              |                     |  |
|-----------|--|---|---------------------|--|------------------------------|---------------------|--|
|           |  |   |                     | Period   | Trigger                      | Basis               | Action at<br>end of use  |
|           |  |   |                     |  |                              | Regulations<br>2002 |  |
| 1.12      | Annual reports required by the<br>Department of Education      | Governor<br>Hub                                 | Clerk               | Date of report + 10<br>years   | Date of report               | Common<br>practice  | Secure<br>disposal   |
| 1.13      | Meetings schedule  | Governor<br>Hub                                 | Clerk               | Current year   | Date of meeting              | Common<br>practice  | Secure<br>disposal   |
| 1.14      | Agendas for Governing Body meetings                            | Governor<br>Hub                                 | Clerk               | One copy to be<br>retained with the<br>master set of minutes -<br>all other copies can be<br>disposed of | Conclusion of<br>meeting     | Common<br>practice  | Secure<br>disposal   |
| 1.15      | Register of attendance at Full Governing<br>Board meetings     | Governor<br>Hub                                 | Clerk               | Date of meeting + 6<br>years   | Date of meeting              | Common<br>practice  | Secure<br>disposal   |
| 1.16      | Minutes of Governing Body meetings<br>(Principal Set signed)   | Governor<br>Hub                                 | Clerk               | Permanent to be held<br>at school  | Date of meeting              | Common<br>practice  | If the<br>school is<br>unable to<br>store these,<br>they should<br>be offered<br>to the Local<br>Authority<br>Record<br>Office |
| 1.17      | Action plans created and administered by<br>the Governing Body | Governor<br>Hub                                 | Clerk HT            | Until superseded or<br>whilst relevant   | Expiration of<br>action plan | Common<br>practice  | Secure<br>disposal   |
| 1.18      | Reports presented to the Governing Body                        | Governor<br>Hub                                 | Clerk /HT           | Reports should be kept<br>for a minimum of 6<br>years. However, if the                                   | Date of report               | Common<br>practice  | Secure<br>disposal or<br>retain with   |

| Reference | File description   | Format /<br>How /<br>Where this<br>file is held | Responsible<br>Role     | Retention  |                          |                 |                           |
|-----------|--|---|-------------------------|--|--------------------------|-----------------|---------------------------|
|           |  |   |                         | Period   | Trigger                  | Basis           | Action at<br>end of use   |
|           |  |   |                         | minutes refer directly to individual reports then the reports should be kept permanently   |                          |                 | the signed set of minutes |
| 1.19      | Policy documents created and/or administered by the Governing Body                                 | Governor<br>Hub<br>Server and<br>HT computer    | HT                      | A copy of each policy should create a time line of policy development OR a robust version control which allows a snapshot of a policy at any given date. Keep all policies relating to safeguarding and child protection for 75 years in line with the IICSA recommendations for extended retention of records relating to child sexual abuse. | Expiration of the policy | Common practice | Secure disposal           |
| 1.20      | Records relating to complaints made to, and investigated by the Governing Body and/or Head Teacher | Complaints<br>file<br>One drive<br>computer     | Complaints<br>committee | Date of the resolution of the complaint + a minimum of 6 years. If negligence or child protection/safeguarding is involved then  | Resolution of complaint  |                 |                           |



| Reference   | File description  | Format /<br>How /<br>Where this<br>file is held | Responsible<br>Role | Retention  |                                    |                 |   |
|---|---|---|---------------------|--|------------------------------------|-----------------|---|
|   |   |   |                     | Period   | Trigger                            | Basis           | Action at<br>end of use   |
|   |   |   |                     | current year + 15<br>years.<br>If child sexual abuse<br>issues are involved<br>then for 75 years in<br>line with the IICSA<br>recommendations for<br>extended retention of<br>records relating to<br>child sexual abuse. |                                    |                 |   |
| 1.21  | Proposals concerning the change of status of a maintained school, including Specialist Status Schools and Academies                     | N/A   | N/A                 | For the life of the organisation   | Date proposal accepted or declined | Common practice | If the school is unable to store these, they should be offered to the Local Authority Record Office |
| 1.22  | Records relating to Governor Monitoring Visits  | Governor Hub                                    | Clerk               | Date of visit + 3 years  | Date of visit                      | Common practice | Secure disposal   |
|   |   |   |                     |  |                                    |                 |   |
| <b>2. Headteacher &amp; Senior Management/Leadership Team</b> |   |   |                     |  |                                    |                 |   |
| 2.1   | Log books of activity in the school maintained by the Head Teacher (Legislation no longer requires the completion of a school log book) | N/A   | N/A                 | Date of the last entry in the log book + a minimum of 6 years and then review  | Date of last entry in the log book | Common practice | These could be of permanent historical  |

| Reference | File description  | Format /<br>How /<br>Where this<br>file is held                                     | Responsible<br>Role | Retention  |                        |                 |  |
|-----------|---|---|---------------------|--|------------------------|-----------------|--|
|           |   |   |                     | Period   | Trigger                | Basis           | Action at<br>end of use  |
|           |   |   |                     |  |                        |                 | value and<br>should be<br>offered to<br>the Local<br>Authority<br>Office |
| 2.2       | Minutes and reports of Senior Management Team meeting and the meetings of other internal administrative bodies  | Filing cabinet  | HT                  | Date of the meeting + 3 years                    | Date of the meeting    | Common practice | Secure disposal  |
| 2.3       | Records created by the Head Teacher, deputy Head Teachers, Heads of Year and other members of staff with administrative responsibilities  | Filing Cabinet`   | HT                  | Current academic year + 6 years then review      | Date of record         | Common practice | Secure disposal  |
| 2.4       | Correspondence created by the Head Teacher, deputy Head Teachers, Heads of Year and other members of staff with administrative responsibilities – <b>not principally concerning pupils, staff or complaints.</b> In those cases, correspondence should be immediately transferred to the relevant file. | Email (see email retention period in section 5)<br>Email<br>One drive<br>My Concern | HT                  | Date of correspondence + 3 years and then review | Date of correspondence | Common practice | Secure disposal  |
| 2.5       | Professional Development Plans  | One drive   | HT                  | Life of plan + 6 years                           | Date plan commences    | Common practice | Secure disposal  |
| 2.6       | School Development Plans  | One drive   | HT                  | Life of plan + 3 years                           | Date plan commences    | Common practice | Secure disposal  |
|           |   |   |                     |  |                        |                 |  |

| Reference     | File description  | Format /<br>How /<br>Where this<br>file is held | Responsible<br>Role | Retention   |                               |  |  |
|---------------|---|---|---------------------|---|-------------------------------|--|--|
|               |   |   |                     | Period  | Trigger                       | Basis  | Action at<br>end of use                    |
| 3. Admissions |   |   |                     |   |                               |  |  |
| 3.1           | All records relating to the creation and implementation of the School’s Admission’s Policy  | One Drive                                       | HT and SBO          | Life of the policy + 7 years then review                                  |                               | The School Admissions (Admission   | Secure disposal                            |
| 3.2           | Admissions – if the admission is successful<br><br>Proofs of address, supplied by parents, as part of the admissions process<br><br>Supplementary information forms to include; religion, medical conditions etc. | Integris Buff files stored in filing cabinet    | SBO                 | Date of admission + 1 year<br><br><br><br><br><br>Added to the pupil file | Date of admission             | Arrangements and Co-ordination of Admission Arrangements ) (England) Regulations 2012<br><br>and | Secure disposal                            |
| 3.3           | Admissions – if the admission is unsuccessful (where no appeal is made)   | SAM   | SBO                 | Date of applied for admission + 1 year                                    | Date of applied for admission | School Admissions  | Secure disposal                            |
| 3.4           | Admissions – if the admission is unsuccessful (where an appeal is made)   | SAM   | SBO                 | Resolution of case + 1 year   | Resolution of case            | Code Statutory Guidance 2021   | Secure disposal                            |
| 3.5           | Register of Admissions  | Integris and SAM                                | SBO                 | 3 years after the date on which the last entry was made                   | Last entry in register        | The School Admissions (Admission Arrangements and Co-  | Offer to the Local Authority Record Office |
| 3.6           | Proofs of address, supplied by parents, as part of the admissions process   | Buff files in filing cabinet                    | SBO                 | Current year + 1 year   | Date of admission             | ordination of Admission  | Secure disposal                            |

| Reference                            | File description   | Format /<br>How /<br>Where this<br>file is held | Responsible<br>Role | Retention  |                                     |  |  |
|--------------------------------------|--|---|---------------------|--|-------------------------------------|--|--|
|                                      |  |   |                     | Period   | Trigger                             | Basis  | Action at<br>end of use                    |
|                                      |  |   |                     |  |                                     | Arrangements<br>) (England)<br>Regulations<br>2012<br><br>and<br><br>School<br>Admissions<br>Code<br>Statutory<br>Guidance<br>2021 |  |
| 3.8                                  | Supplementary information forms to include; religion, medical conditions etc.<br>For successful admissions   | Buff File-<br>filing cabinet                    | SBO                 | This information should be added to the pupil file | Date of admission/annual data check | The Limitation Act 1980  | Secure disposal                            |
| 3.9                                  | Supplementary information forms to include; religion, medical conditions etc.<br>For unsuccessful admissions | Buff file filign<br>cabinet                     | SBO                 | Until the appeal process is completed              | Date of admission                   |  | Secure disposal                            |
|                                      |  |   |                     |  |                                     |  |  |
| <b>4. Operational Administration</b> |  |   |                     |  |                                     |  |  |
| 4.1                                  | Records relating to the creation and publication of the school brochures or prospectus                       | One drive<br>School<br>website                  | HT                  | Current year + 3 years                             | Expiration of current publication   | Common practice  | Offer to the Local Authority Record Office |

| Reference | File description   | Format /<br>How /<br>Where this<br>file is held | Responsible<br>Role | Retention   |                           |                 |  |
|-----------|--|---|---------------------|---|---------------------------|-----------------|--|
|           |  |   |                     | Period  | Trigger                   | Basis           | Action at<br>end of use                    |
| 4.2       | Records relating to the creation and distribution of circulars to staff, parents or pupils                           | One drive                                       | HT                  | Current year + 1 year                                 | Date of record            | Common practice | Offer to the Local Authority Record Office |
| 4.3       | Newsletters and other items with short operational use   | One drive<br>School website                     | HT                  | Current year + 1 year                                 | Date of record            | Common practice | Offer to the Local Authority Record Office |
| 4.4       | Visitor management systems (including electronic systems, visitors' books and signing in sheets)                     | Sign in App                                     | SBO                 | Current year + 6 years then review                    | End of calendar year      | Common practice | Secure disposal                            |
| 4.5       | Records relating to the creation and management of Parent Teacher Associations and/or Old Pupil Associations         | N/A   | N/A                 | Current year + 6 years then review                    | Date of record            | Common practice | Secure disposal                            |
| 4.6       | Pupil & Family Privacy Notice which is made available via the school website as part of UK GDPR compliance           | One drive                                       | SBO                 | Date of issue + 6 years                               | When policy is superseded | Common practice | Secure disposal                            |
| 4.7       | Consents relating to school activities as part of UK GDPR compliance (e.g. consent to be sent circulars or mailings) | School website                                  | SBO                 | This information should be added to the pupil file    | Date of admission         | Common practice | Secure disposal                            |
| 4.8       | Security breach logs   | GDPRIS Minuted at FGB on governor hub           | SBO                 | Date of issue + 25 years (pupils) and 6 years (staff) | Date of implementation    | Common practice | Secure disposal                            |

| Reference                       | File description   | Format /<br>How /<br>Where this<br>file is held | Responsible<br>Role  | Retention                                |   |                    |                         |
|---------------------------------|--|---|----------------------|--|---|--------------------|-------------------------|
|                                 |  |   |                      | Period                                   | Trigger   | Basis              | Action at<br>end of use |
| 4.9                             | Digital Continuity Plans   |   |                      | Date of issue + 6 years                  | Expiration of<br>current plan                           | Common<br>practice | Secure<br>disposal      |
| 4.10                            | Call Recordings (including VOIP messages<br>and recordings)  | Telephone<br>Europe                             | SBO/HT               | 1 day                                    | Date of call<br>recording                               | Common<br>practice | Secure<br>disposal      |
| 4.11                            | CCTV Recordings (retention for all<br>'ordinary' footage- any footage retained<br>for specific purposes e.g. accident will<br>need to be considered individually<br>regarding how long it should be retained-<br>please see CCTV policy) | N/A   | N/A                  |  | Date of footage<br>recording                            | Common<br>practice | Secure<br>disposal      |
|                                 |  |   |                      |  |   |                    |                         |
| <b>5. School Communications</b> |  |   |                      |  |   |                    |                         |
| 5.1                             | School emails containing personal data –<br>inbox, sent items, deleted items   |   |                      | School to determine<br>and document here | In line with<br>guidance in<br>Acceptable use<br>policy | Common<br>practice | Full<br>deletion        |
| 5.2                             | Social media platforms   | Instagram                                       | Class teachers       | School to determine<br>and document here | End of academic<br>yr                                   | Common<br>practice | Posts<br>deleted        |
| 5.3                             | Website – pictures / news stories  | School<br>Website                               | Class teachers       |  | End of academic<br>yr                                   | Common<br>practice | Posts<br>deleted        |
|                                 |  |   | Juniper<br>Education |  |   |                    |                         |

| Reference   | File description  | Format /<br>How /<br>Where this<br>file is held | Responsible<br>Role | Retention   |                     |   |                                       |
|---|---|---|---------------------|---|---------------------|---|---------------------------------------|
|   |   |   |                     | Period  | Trigger             | Basis   | Action at<br>end of use               |
| <b>6. HR – Recruitment</b><br>Information containing allegations of sexual abuse must be preserved for 75 years in line with the IICSA recommendations for extended retention of records relating to child sexual abuse. Unless allegations are found to be malicious or false, other records pertaining to an accused person should be retained at least until the accused has reached normal pension age or for a period of 10 years from the date of the allegation if that is longer. (KCSIE 2022 para 417) |   |   |                     |   |                     |   |                                       |
| 6.1   | All records leading up to the appointment of a new Head Teacher                           | HR Personnel File                               | SBO/Cof G           | Unsuccessful attempts - date of appointment + 6 months.<br>Successful attempts - add to the staff personnel file and retain until the end of the appointment + 6 years, except in cases of negligence or claims of child abuse then at least 15 years or information containing allegations of sexual abuse must be preserved for 75 years in line with the IICSA recommendations for extended retention of records relating to child sexual abuse. | Date of appointment | Common practice. Right to work - Immigration, Asylum and Nationality Act 2006 | Secure disposal<br>(subject to IICSA) |
| 6.2   | All records leading up to the appointment of a new member of staff (successful candidate) | HR files in filing cabinet                      | HT                  | Date of appointment + 6 years. This information should be   | Date of appointment | Common practice. Right to work -  | Secure disposal                       |

| Reference | File description  | Format / How / Where this file is held | Responsible Role | Retention  |                   |  |  |
|-----------|---|--|------------------|--|-------------------|--|--|
|           |   |  |                  | Period   | Trigger           | Basis  | Action at end of use                         |
|           |   |  |                  | added to the staff personnel file  |                   | Immigration, Asylum and Nationality Act 2006                             | <del>(subject to ICSA)</del>                 |
| 6.3       | All records leading up to the appointment of a new member of staff (unsuccessful candidate) | Filing Cabinet                         | HT/ SBO          | Date of interview + 12 months  | Date of interview | Common practice  | Secure disposal                              |
| 6.4       | Pre-employment vetting information of successful candidates                                 | SCR                                    | SBO              | Application forms, references and other documents – for the duration of their employment + 6 years. Note there is no requirement to keep a copy of DBS once the details have been entered into the Single Central Record. <del>At the end of employment, information contained in the Single Central Record should be transferred to the personnel file.</del> | Date of receipt   | Right to work - Immigration, Asylum and Nationality Act 2006. KCSIE 2022 | Secure disposal <del>(subject to ICSA)</del> |
| 6.5       | Proofs of identity  | Personnel file                         | SBO              | To be kept only as proof of right to work. Not kept for any other purpose.   | Date of receipt   | Right to work - Immigration, Asylum and                                  | Secure disposal (subject to ICSA)            |



| Reference  | File description   | Format /<br>How /<br>Where this<br>file is held | Responsible<br>Role | Retention  |                               |                                     |                                       |
|--|--|---|---------------------|--|-------------------------------|-------------------------------------|---------------------------------------|
|  |  |   |                     | Period   | Trigger                       | Basis                               | Action at<br>end of use               |
|  |  |   |                     | These documents should be added to the personal folder. Home Office requires that the documents are kept until termination of employment plus not less than 2 years. |                               | Nationality Act 2006.<br>KCSIE 2022 |                                       |
| 6.6  | Pre-employment vetting information of successful candidates – for the purposes of ensuring school staff are adequately qualified | Personnel file                                  | SBO                 | To be added to the member of staff's personal folder   | Date of receipt               | KCSIE 2022                          | Secure disposal<br>(subject to IICSA) |
|  |  |   |                     |  |                               |                                     |                                       |
| <b>7. HR – Operational Staff Management</b><br>Information containing allegations of sexual abuse must be preserved for 75 years in line with the IICSA recommendations for extended retention of records relating to child sexual abuse. Unless allegations are found to be malicious or false, other records pertaining to an accused person should be retained at least until the accused has reached normal pension age or for a period of 10 years from the date of the allegation if that is longer. (KCSIE 2022 para 417) |  |   |                     |  |                               |                                     |                                       |
| 7.1  | Staff Personnel File   | Personnel files filing cabinet                  | HT                  | Termination of employment + 6 years  | Date of appointment           | Limitation Act 1980                 | Secure disposal<br>(subject to IICSA) |
| 7.2  | Timesheets   | SAP   | SBO                 | Current year + 6 years   | Date of appointment           | Common practice                     | Secure disposal<br>(subject to IICSA) |
| 7.3  | Annual appraisal/assessment records  | Personnel files                                 | HT                  | Current year + 6 years   | End of calendar year that the | Common practice                     | Secure disposal                       |

| Reference | File description            | Format /<br>How /<br>Where this<br>file is held | Responsible<br>Role | Retention  |                          |  |   |
|-----------|-----------------------------|---|---------------------|--|--------------------------|--|---|
|           |                             |   |                     | Period   | Trigger                  | Basis  | Action at<br>end of use                 |
|           |                             |   |                     |  | record was<br>created in |  | (subject to<br>HCSA)                    |
| 7.4       | Sickness absence monitoring | SAP   | SBO                 | 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. Current practice recommends that sickness records should be held for the current year + 3 years. | Date of absence          | Common practice & Statutory Sick Pay Act 1994            | Secure disposal<br>(subject to<br>HCSA) |
| 7.5       | Staff training records      | Personnel files                                 | HT                  | Keep on personnel file   | Date of appointment      | Common practice (unless dictated by a professional body) | Secure disposal<br>(subject to<br>HCSA) |
| 7.6       | Annual leave records        | Integris  | SBO                 | 6 years after the end of tax year they relate to or possibly longer if leave can be carried over from year to year   | End of relevant tax year | Common practice  | Secure disposal                         |

| Reference | File description  | Format / How / Where this file is held  | Responsible Role | Retention  |                                   |   |  |
|-----------|---|---|------------------|--|-----------------------------------|---|--|
|           |   |   |                  | Period   | Trigger                           | Basis   | Action at end of use                       |
| 7.7       | Working Time Regulations:<br>· Opt out forms<br>· Records of compliance with WTR  | N/A                                     | N/A              | 2 years from the date on which they were entered into<br>2 years after the relevant period | End of relevant tax year          | Common practice   | Secure disposal                            |
| 7.8       | Maternity/Adoption/Paternity Leave records  | Intergris                               | SBO              | Current year + 3 years   | End of relevant tax year          | Common practice   | Secure disposal                            |
| 7.9       | Consents for the processing of personal and sensitive data  | Personnel files                         | SBO              | For as long as the data is being processed and up to 6 years afterwards                    | End of employment                 | Common practice   | Secure disposal                            |
| 7.10      | Staff policy acknowledgement  | MS Forms-copy in file in filing cabinet | HT               | Life of the policy + 3 years   | Implementation of the policy      | Common practice (unless otherwise dictated eg KCSIE, H&SWA) | Secure disposal<br>(subject to HCSA)       |
| 7.11      | [see para 4.9 above regarding this] Staff 'skeleton' record (which would include a brief record of name, job role, contract start and end dates (and any information that would be needed to be included in a reference)) | Personnel file                          | SBO              | Permanent. These form part of the historical archives of the school.                       | Archive on closure of the school. | Common Practice.  | Offer to the Local Authority Record Office |
| 7.12      | Register of business interests  | Personnel file                          | SBO              | Date of appointment + 6 years  | Date of appointment               | Common practice   | Secure disposal                            |

| Reference  | File description  | Format /<br>How /<br>Where this<br>file is held | Responsible<br>Role      | Retention   |                  |            |                                       |
|--|---|---|--------------------------|---|------------------|------------|---------------------------------------|
|  |   |   |                          | Period  | Trigger          | Basis      | Action at<br>end of use               |
| <b>8. HR - Management of Disciplinary and Grievance Processes</b><br>Information containing allegations of sexual abuse must be preserved for 75 years in line with the IICSA recommendations for extended retention of records relating to child sexual abuse. Unless allegations are found to be malicious or false, other records pertaining to an accused person should be retained at least until the accused has reached normal pension age or for a period of 10 years from the date of the allegation if that is longer. (KCSIE 2022 para 417) |   |   |                          |   |                  |            |                                       |
| 8.1  | Allegation of a child protection nature, against a member of staff, including where the allegation is unfounded | Personnel file                                  | SBO/Safeguarding lead/HT | Until the person’s normal retirement age or 10 years from the date of allegation, whichever is longer, then review.<br>Information containing allegations of sexual abuse must be preserved for 75 years in line with the IICSA recommendations for extended retention of records relating to child sexual abuse NB – allegations that are found to be malicious should be removed from personnel files, from the date they are proven to be unfounded. | Date of referral | KCSIE 2022 | Secure disposal<br>(subject to IICSA) |
| 8.2  | Disciplinary proceedings:<br>Verbal warning   | Personnel file                                  | HT                       | Date of warning + 6 months  | Date of warning  | KCSIE 2022 | Secure disposal                       |

| Reference | File description   | Format /<br>How /<br>Where this<br>file is held | Responsible<br>Role | Retention  |                       |            |  |
|-----------|--|---|---------------------|--|-----------------------|------------|--|
|           |  |   |                     | Period   | Trigger               | Basis      | Action at<br>end of use                    |
|           |  |   |                     |  |                       |            | (subject to<br>HCSA)                       |
| 8.3       | Disciplinary proceedings:<br>Written warning (level 1)   | Personnel file                                  | HT                  | Date of warning + 6<br>months  | Date of warning       | KCSIE 2022 | Secure<br>disposal<br>(subject to<br>HCSA) |
| 8.3       | Disciplinary proceedings:<br>Written warning (level 2)   | Personnel file                                  | HT                  | Date of warning + 12<br>months   | Date of warning       | KCSIE 2022 | Secure<br>disposal<br>(subject to<br>HCSA) |
| 8.4       | Disciplinary proceedings:<br>Final Warning   | Personnel file                                  | Ht                  | Date of warning + 18<br>months   | Date of warning       | KCSIE 2022 | Secure<br>disposal<br>(subject to<br>HCSA) |
| 8.5       | Warnings subsequently found to be based<br>on an unfounded case (excluding child<br>protection related warnings) | Personnel file                                  | HT                  | If the incident is child<br>protection related then<br>see above; otherwise<br>dispose following the<br>conclusion of the case | Date of<br>resolution | KCSIE 2022 | Secure<br>disposal<br>(subject to<br>HCSA) |

N.B. The ACAS code of practice on disciplinary and grievance procedures recommends that the employee should be told how long a disciplinary warning will remain current. However, this does not mean that the data itself should be destroyed at the end of the set period.

Any disciplinary proceedings data will be a record of an important event in the course of the employer's relationship with the employee. Should the same employee be accused of similar misconduct at a later date, and then defend themselves by denying they would undertake such an action, reference to the earlier proceedings may show that they should not be given credence. Alternatively, if the employee were to be dismissed for some later offence and then claim at tribunal that they had e.g. "fifteen years of unblemished service", the record of the disciplinary proceedings would be effective evidence to counter this claim.

Employers should, therefore, be careful not to confuse the expiry of a warning for disciplinary purposes with a requirement to destroy all reference to its existence in the personnel file. One danger is that the disciplinary procedure itself often gives the impression that, at the end of the effective period for the warning, the warning will be

| Reference  | File description  | Format /<br>How /<br>Where this<br>file is held | Responsible<br>Role | Retention              |  |  |                         |
|--|---|---|---------------------|------------------------|--|--|-------------------------|
|  |   |   |                     | Period                 | Trigger  | Basis  | Action at<br>end of use |
| “removed from the file”. This or similar wording should be changed to make it clear that, while the warning will not remain active in relation to future disciplinary matters, a record of what has occurred will be kept. |   |   |                     |                        |  |  |                         |
|  |   |   |                     |                        |  |  |                         |
| 9. HR – Payroll & Pensions   |   |   |                     |                        |  |  |                         |
| 9.1  | Maternity Pay Records   | RM Integris                                     | SBO                 | Current year + 3 years | End of the financial year in which the maternity pay period ends | Statutory Maternity Pay (General) Regulations 1986                   | Secure disposal         |
| 9.2  | Records held under Retirement Benefits Schemes - records of notifiable events, for example, relating to incapacity  | RM Integris                                     | SBO                 | Current year + 6 years | End of the financial year  | Retirement Benefits Schemes (Information Powers) Regulations 1995    | Secure disposal         |
| 9.3  | Batches, Bonus Sheets, Car Loans, Car Mileage Output, Insurance, Members Allowance Register, National Insurance (Schedule of payments), Part Time Fee claims, Payroll (gross/net, weekly or monthly), Payroll Reports, Payslips (copies), Pension Payroll, Superannuation adjustments and reports | RM Integris                                     | SBO                 | Current year + 6 years | End of the financial year  | Taxes and Management Act 1970, Income and Corporation Taxes Act 1988 | Secure disposal         |
| 9.4  | Bonus sheets, Car Allowance claims, Overtime  | RM Integris                                     | SBO                 | Current year + 3 years | End of the financial year  | Taxes and Management Act 1970, Income and                            | Secure disposal         |

| Reference                    | File description   | Format /<br>How /<br>Where this<br>file is held | Responsible<br>Role | Retention                           |   |                                  |                         |
|------------------------------|--|---|---------------------|-------------------------------------|---|----------------------------------|-------------------------|
|                              |  |   |                     | Period                              | Trigger   | Basis                            | Action at<br>end of use |
|                              |  |   |                     |                                     |   | Corporation<br>Taxes Act<br>1988 |                         |
| 9.5                          | Income Tax P60, Personal bank details.<br>Tax Forms<br>P6/P11/P11D/P35/P45/P46/P48   | RM Integris                                     | SBO                 | Current year + 6 years              | End of the<br>financial year                                      | Common<br>practice               | Secure<br>disposal      |
| 9.6                          | Absence records, Sickness records, Staff<br>returns, Time Sheets/Clock<br>Cards/Flexitime  | RM Integris                                     | SBO                 | Current year + 3 years              | End of the<br>financial year                                      | Common<br>practice               | Secure<br>disposal      |
| 9.7                          | Statutory Sick Pay   | RM Integris                                     | SBO                 | Current year + 3 years              | End of the<br>financial year                                      | Common<br>practice               | Secure<br>disposal      |
|                              |  |   |                     |                                     |   |                                  |                         |
| <b>10. Health and Safety</b> |  |   |                     |                                     |   |                                  |                         |
| 10.1                         | Accessibility Plans  | File on one<br>drive                            |                     | Current year + 6 years              | End of the<br>calendar year<br>that the records<br>was created in | Equality Act<br>2010             | Secure<br>disposal      |
| 10.2                         | Health and Safety Policy Statements  | Policy file on<br>one drive                     | HT                  | Life of the policy + 3<br>years     | Implementation<br>of the policy                                   | Common<br>practice               | Secure<br>disposal      |
| 10.3                         | Health and Safety Risk Assessments   | Risk<br>Assessment<br>file on One<br>drive      | HT                  | Life of the assessment<br>+ 3 years | Implementation<br>of the<br>assessment                            | Common<br>practice               | Secure<br>disposal      |
| 10.4                         | Accident reporting (reportable accidents -<br><a href="https://www.hse.gov.uk/riddor/reportable-incidents.htm">https://www.hse.gov.uk/riddor/reportable-incidents.htm</a> ) and<br><a href="https://www.hse.gov.uk/pubns/edis1.htm">https://www.hse.gov.uk/pubns/edis1.htm</a><br>Adults | Filing cabinet                                  | HT                  | Retain for 7 years                  | Date of incident  | Common<br>practice               | Secure<br>disposal      |

| Reference  | File description  | Format /<br>How /<br>Where this<br>file is held | Responsible<br>Role | Retention                  |                      |  |                         |
|--|---|---|---------------------|----------------------------|----------------------|--|-------------------------|
|  |   |   |                     | Period                     | Trigger              | Basis  | Action at<br>end of use |
| 10.5   | Accident reporting (reportable accidents - <a href="https://www.hse.gov.uk/riddor/reportable-incidents.htm">https://www.hse.gov.uk/riddor/reportable-incidents.htm</a> ) and <a href="https://www.hse.gov.uk/pubns/edis1.htm">https://www.hse.gov.uk/pubns/edis1.htm</a> Children | Filing cabinet                                  | Ht                  | Retain for 25 years        | Date of birth        | Common practice  | Secure disposal         |
| 10.6   | Minor incidents (non reportable) accident book  | Filing cabinet                                  | All Staff           | Retain for 3 years         | End of academic year | Common practice  | Secure disposal         |
| 10.7   | Control of Substances Hazardous to Health (COSHH)   | COSHH File red box                              | Care taker          | Current year + 40 years    | Last action on file  | The Control of Substances Hazardous to Health Regulations 2002 | Secure disposal         |
| 10.8   | Process of monitoring areas where employees/pupils are likely to come into contact with asbestos  | Asbestos file Red box                           | HT/ care taker      | Last action + 40 years     | Last action on file  | The Control of Asbestos at Work Health Regulations 2012        | Secure disposal         |
| 10.9   | Process of monitoring areas where employees/pupils are likely to come into contact with radiation   | N/A   | N/A                 | Last action + 50 years     | Last action on file  | The Ionising Radiations Regulation 2017                        | Secure disposal         |
| 10.10  | Fire Precautions log books  | Red box   | Care taker          | Current year + 3 years     | End of calendar year | Common practice  | Secure disposal         |
|  |   |   |                     |                            |                      |  |                         |
| <b>11. Financial Management – Risk &amp; Insurance, Asset Management</b> |   |   |                     |                            |                      |  |                         |
| 11.1   | Employer's Liability Insurance Certificate  | Displayed in office                             | SBO                 | Date of closure + 40 years | Closure of school    | Common practice  | Offer to Local          |



| Reference   | File description   | Format /<br>How /<br>Where this<br>file is held | Responsible<br>Role | Retention   |                          |                                      |                                       |
|---|--|---|---------------------|---|--------------------------|--------------------------------------|---------------------------------------|
|   |  |   |                     | Period  | Trigger                  | Basis                                | Action at<br>end of use               |
|   |  |   |                     |   |                          |                                      | Record<br>Office                      |
| 11.2  | Inventories of furniture and equipment   | Inventory list                                  | SBO                 | Current year + 6 years  | End of calendar<br>year  | Common<br>practice                   | Secure<br>disposal                    |
| 11.3  | Burglary, theft and vandalism report<br>forms  | N/A   | SBO                 | Current year + 6 years  | End of calendar<br>year  | Common<br>practice                   | Secure<br>disposal                    |
|   |  |   |                     |   |                          |                                      |                                       |
| <b>12. Financial Management – Accounts and Statements including Budget Management</b> |  |   |                     |   |                          |                                      |                                       |
| 12.1  | Annual accounts  | Governor<br>Hub<br>School<br>Website            | HT/SBO              | Current year + 6 years  | End of financial<br>year | Common<br>practice                   | Offer to<br>Local<br>Record<br>Office |
| 12.2  | Loans and grants managed by the school   | Filing cabinet                                  | SBO                 | Date of last payment<br>on the loan + 12 years<br>then review | End of financial<br>year | Standard<br>financial<br>regulations | Secure<br>disposal                    |
| 12.3  | Student Grant applications   | N/A   | N/A                 | Current year + 3 years  | End of financial<br>year | Standard<br>financial<br>regulations | Secure<br>disposal                    |
| 12.4  | All records relating to the creation and<br>managements of budgets, including the<br>Annual Budget statement, and<br>background papers | Governor<br>Hub                                 | HT                  | Current financial year +<br>3 years                           | End of financial<br>year | Common<br>practice                   | Secure<br>disposal                    |
| 12.5  | Invoices, receipts, order books and<br>requisitions, delivery notices  | Office  | SBO                 | Current financial year +<br>6 years                           | End of financial<br>year | Standard<br>financial<br>regulations | Secure<br>disposal                    |
| 12.6  | Records relating to the collection and<br>banking of monies  | Office  | SBO                 | Current financial year +<br>6 years                           | End of financial<br>year | Standard<br>financial<br>regulations | Secure<br>disposal                    |

| Reference   | File description   | Format /<br>How /<br>Where this<br>file is held | Responsible<br>Role | Retention                                 |                       |   |                         |
|---|--|---|---------------------|---|-----------------------|---|-------------------------|
|   |  |   |                     | Period                                    | Trigger               | Basis   | Action at<br>end of use |
| 12.7  | Records relating to the identification and collection of debt  | Office  | SBO                 | Current financial year + 6 years          | End of financial year | Standard financial regulations                                      | Secure disposal         |
| 12.8  | Pupil Premium Fund records   | office  | SBO                 | Date pupil leaves the provision + 6 years | End of financial year | Common practice   | Secure disposal         |
|   |  |   |                     |   |                       |   |                         |
| <b>13. Financial Management – Contract Management</b> |  |   |                     |   |                       |   |                         |
| 13.1  | All records relating to the management of contracts under seal   | Office  | SBO                 | Current year + 12 years                   | End of contract       | The Limitation Act 1980   | Secure disposal         |
| 13.2  | All records relating to the management of contracts under signature  | Office  | SBO                 | Current year + 6 years                    | End of contract       | The Limitation Act 1980   | Secure disposal         |
| 13.3  | Records relating to the monitoring of contracts  | office  | SBO                 | Current year + 6 or 12 years              | End of calendar year  | The Limitation Act 1980   | Secure disposal         |
|   |  |   |                     |   |                       |   |                         |
| <b>14. Financial Management – School Fund</b>         |  |   |                     |   |                       |   |                         |
| 14.1  | School Fund: <ul style="list-style-type: none"> <li>• cheque books and paying in books</li> <li>• ledger</li> <li>• invoices</li> <li>• receipts</li> <li>• bank statements</li> <li>• share</li> <li>• journey books</li> </ul> | Office  | SBO                 | Current year + 6 years                    | End of use            | Financial Services Act 2012, HMRC regulations<br>Companies Act 2006 | Secure disposal         |
|   |  |   |                     |   |                       |   |                         |
| <b>15. Financial Management – School Meals</b>        |  |   |                     |   |                       |   |                         |
| 15.1  | Free School Meals Register   | Office  | SBO                 | Current year + 6 years                    | End of calendar year  | Common practice   | Secure disposal         |

| Reference                      | File description   | Format /<br>How /<br>Where this<br>file is held | Responsible<br>Role | Retention   |  |                    |  |
|--------------------------------|--|---|---------------------|---|--|--------------------|--|
|                                |  |   |                     | Period  | Trigger  | Basis              | Action at<br>end of use                |
| 15.2                           | School Meals Register  | Office  | SBO                 | Current year + 3 years  | End of calendar<br>year                              | Common<br>practice | Secure<br>disposal                     |
| 153                            | School Meals Summary Sheets  | Office  | SBO                 | Current year + 3 years  | End of calendar<br>year                              | Common<br>practice | Secure<br>disposal                     |
|                                |  |   |                     |   |  |                    |  |
| <b>16. Property Management</b> |  |   |                     |   |  |                    |  |
| 16.1                           | Title deeds of properties belonging to the school  | County Hall                                     | County property     | Permanent. These should follow the property unless the property has been registered with the Land Registry  | Archive upon closure                                 | Common practice    | Offer to Local Authority Record Office |
| 16.2                           | All records relating to the maintenance of the school, carried out by contractors                                      | Held in files                                   | HT and Landlord     | Current financial year + 6 years<br>Records relating to rewiring, major alterations etc must be retained in the health and safety file whilst the building belongs to the school and must be passed onto any new owners if the building is leased or sold.P | End of financial year that the record was created in | Common practice    | Secure disposal                        |
| 16.3                           | All records relating to the maintenance of the school, carried out by school employees, including maintenance log book | Landlord Inspection                             | Landlord            | Current calendar year + 6 years<br>Records relating to rewiring, major  | End of calendar year that the record was created in  | Common practice    | Secure disposal                        |

| Reference   | File description                                   | Format /<br>How /<br>Where this<br>file is held   | Responsible<br>Role     | Retention  |  |                               |  |
|---|--|---|-------------------------|--|--|-------------------------------|--|
|   |  |   |                         | Period   | Trigger  | Basis                         | Action at<br>end of use                |
|   |  |   |                         | alterations etc must be retained in the health and safety file whilst the building belongs to the school and must be passed onto any new owners if the building is leased or sold. |  |                               |  |
| 16.4  | Plans of property belonging to the school          | Area Surveyor<br>County hall                      | School Area<br>surveyor | 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.                                    | Transfer of asset                                    | Common practice               | Offer to Local Authority Record Office |
| 16.5  | Leases of property leased by, or to, the school    |   |                         | Expiry of lease + 6 years  | Commencement of lease                                | Common practice               | Secure disposal                        |
| 16.6  | Records relating to the letting of school premises | School file                                       | SBO                     | Current financial year + 6 years   | End of financial year that the record was created in | Common practice               | Secure disposal                        |
|   |  |   |                         |  |  |                               |  |
| <b>17. Pupil Education Record</b> (see <u>s2 Education Record (Pupil Information) Regulations 2005</u> ).<br>SEN is dealt with in <u>section 20</u> |  |   |                         |  |  |                               |  |
| 17.1  | Primary  | I Track data<br>Childs Buff<br>file<br>My Concern | Class teacher<br>HT     | Retain whilst the child remains at the primary school  | Date pupil changes school                            | Education (Pupil Information) | The file should follow the pupil when  |

| Reference | File description   | Format / How / Where this file is held | Responsible Role | Retention  |                       |                            |  |
|-----------|--|--|------------------|--|-----------------------|----------------------------|--|
|           |  |  |                  | Period   | Trigger               | Basis                      | Action at end of use   |
|           |  |  |                  |  |                       | (England) Regulations 2005 | they leave the primary school (see <a href="#">4.7 Last School</a> . If pupil does not attend a secondary school, or the child dies, then records should be retained as per 17.2 below.) |
| 17.2      | <a href="#">Secondary</a> (or where the school is the 'last known school') |  |                  | Date of birth of the pupil + 25 years              | Pupil's date of birth | The Limitation Act 1980    | Secure disposal (subject to IICSA)   |
| 17.3      | Examination Results - Pupil Copies Public                                  | Pupils file                            | HT               | This information should be added to the pupil file | Date of examination   | Common practice            | <a href="#">Contact the relevant exam board to obtain instructions regarding whether uncollected</a>   |

| Reference   | File description   | Format /<br>How /<br>Where this<br>file is held | Responsible<br>Role | Retention  |   |                          |   |
|---|--|---|---------------------|--|---|--------------------------|---|
|   |  |   |                     | Period   | Trigger   | Basis                    | Action at<br>end of use   |
|   |  |   |                     |  |   |                          | certificates to be returned to the examination board or destroyed after reasonable attempts to contact the pupil have failed. |
| 17.4  | Examination Results - Pupil Copies Internal  |   |                     | This information should be added to the pupil file                   | Date of examination   | Common practice          | Secure disposal   |
| 17.5  | [see para 4.7 above regarding this] Pupil 'skeleton' record (which would include a brief record of pupil names, UPNs, date of birth, address, parent details, date of admission, date of departure and destination (if known)) | Integris  | SBO                 | Permanent. These form part of the historical archives of the school. | Archive on closure of the school.   | Common Practice.         | Offer to the Local Authority Record Office  |
| <b>18. Child Protection (CP) / Safeguarding Records</b> |  |   |                     |  |   |                          |   |
| 18.1  | Child Protection Information - Primary   | My Concern                                      | DSL                 | CP files must be transferred to the new school as                    | Date pupil changes school (Where a child is removed from the roll to be educated at | KCSIE para 112 & Annex C | Transferred to new or Secondary school. Duplicates  |

| Reference | File description  | Format /<br>How /<br>Where this<br>file is held | Responsible<br>Role | Retention   |  |   |                                    |
|-----------|---|---|---------------------|---|--|---|------------------------------------|
|           |   |   |                     | Period  | Trigger  | Basis                                       | Action at<br>end of use            |
|           |   |   |                     | <p>soon as possible (5 days), to maintain continuity.<br/>Ensure secure transit, and a confirmation of receipt should be obtained.<br/>The CP file should be transferred separately from the main pupil file.</p> <p>Please add a note here if you use a safeguarding platform and you intend to retain a copy of the log once the child has left for secondary</p> | home/missing from education, see below)  |   | must be securely disposed of.      |
| 18.2      | Child Protection (CP) Information –<br>Secondary (or where the school is the ‘last known school’) |   |                     | Where a pupil moves between secondary schools – treat as primary above.<br>Otherwise, retain for 25 years from the child’s date of birth, then review.  | Pupil’s date of birth<br>(Where a child is removed from the roll to be educated at home/missing from education, see below) | KCSIE para 112 & Annex C<br>Common Practice | Secure disposal (subject to IICSA) |

| Reference | File description   | Format /<br>How /<br>Where this<br>file is held | Responsible<br>Role | Retention  |                        |  |  |
|-----------|--|---|---------------------|--|------------------------|--|--|
|           |  |   |                     | Period   | Trigger                | Basis  | Action at<br>end of use  |
|           |  |   |                     | Information relating to child sexual abuse must be preserved for 75 years in line with the IICSA recommendations for extended retention of records relating to child sexual abuse.   |                        |  |  |
| 18.3      | Child Protection (CP) Information – Children Missing from Education, Traveller, Roma, or Gypsy and, therefore, removed from roll and child deaths. | Integris<br>My Concern                          | LAC teacher<br>DSL  | Retain for 25 years from the child's date of birth, then review.<br>Information relating to child sexual abuse must be preserved for 75 years in line with the IICSA recommendations for extended retention of records relating to child sexual abuse. | Date removed from roll | Common Practice (there is guidance in KCSIE, but not as to retention period) | Transfer to LA Coordinator for Missing Children and Secure disposal (subject to IICSA) |
| 18.4      | Child Protection (CP) Information – Child is removed from the roll and is Elective Home Educated   | Integris<br>My concern                          | SBO<br>DSL<br>HT    | Retain for 25 years from the child's date of birth, then review.<br>Information relating to child sexual abuse must be preserved for 75 years in line with   | Date removed from roll | Common Practice (there is guidance in KCSIE, but not as to retention period) | Transfer to LA Elective Home Education Coordinator and                                 |



| Reference             | File description                                 | Format /<br>How /<br>Where this<br>file is held | Responsible<br>Role | Retention  |                           |   |   |
|-----------------------|--|---|---------------------|--|---------------------------|---|---|
|                       |  |   |                     | Period   | Trigger                   | Basis   | Action at<br>end of use                                 |
|                       |  |   |                     | the IICSA<br>recommendations for<br>extended retention of<br>records relating to<br>child sexual abuse.                                    |                           |   | Secure<br>disposal<br>( <del>subject to</del><br>IICSA) |
|                       |  |   |                     |  |                           |   |   |
| <b>19. Attendance</b> |  |   |                     |  |                           |   |   |
| 19.1                  | Attendance Registers                             | Integris  | SBO                 | Every entry in the<br>attendance register<br>must be preserved for<br>a period of 3 years<br>after the date on which<br>the entry was made | Last entry in<br>register | The Education<br>(Pupil<br>Registration)<br>(England)<br>Regulations<br>2006  | Secure<br>disposal                                      |
| 19.2                  | Correspondence relating to authorized<br>absence | Integris<br>Child's file                        | SBO                 | Date of absence + 2<br>years   | Date of absence           | DfE School<br>attendance<br>Guidance for<br>maintained<br>schools,<br>academies,<br>independent<br>schools and<br>local<br>authorities<br>August 2020 | Secure<br>disposal                                      |
|                       |  |   |                     |  |                           |   |   |

| Referenc<br>e                       | File description  | Format /<br>How /<br>Where this<br>file is held | Responsible<br>Role | Retention  |                           |   |                                     |
|-------------------------------------|---|---|---------------------|--|---------------------------|---|-------------------------------------|
|                                     |   |   |                     | Period   | Trigger                   | Basis   | Action at<br>end of use             |
| 20. Special Educational Needs (SEN) |   |   |                     |  |                           |   |                                     |
| 20.1                                | SEN files, reviews and Individual Education Plans – Primary   | Childs file                                     | SENDCO              | Retain for duration of attendance at school                          | Date pupil changes school | The Limitation Act 1980   | Transfer to new or Secondary School |
| 20.2                                | SEN files, reviews and Individual Education Plans – Secondary (or where the school is the ‘last known school’)                |   |                     | Date of birth of pupil + 35 years (This period is recommended by LA) | Pupil’s date of birth     | Special Educational Needs and Disability Act 2001 & Children and Families Act 2014                          | Secure disposal (subject to HCSA)   |
| 20.3                                | Statement / Education Health Care Plan (EHCP) under Section 324 of the Education Act 1996 and any amendments made to the plan | Childs file                                     | SENDCO              | Date of birth of pupil + 25 years                                    | Pupil’s date of birth     | Special Educational Needs and Disability Act 2001, Children and Families Act 2014 & The Limitation Act 1980 | Secure disposal (subject to HCSA)   |
|                                     |   |   |                     |  |                           |   |                                     |

| Referenc<br>e             | File description                    | Format /<br>How /<br>Where this<br>file is held | Responsible<br>Role | Retention  |  |                    |                         |
|---------------------------|-------------------------------------|---|---------------------|--|--|--------------------|-------------------------|
|                           |                                     |   |                     | Period   | Trigger  | Basis              | Action at<br>end of use |
| 21. Curriculum Management |                                     |   |                     |  |  |                    |                         |
| 21.1                      | Curriculum returns                  | Filing cabinet                                  | HT /SBO             | Current year + 3 years   | End of the<br>calendar year<br>that the record<br>was created in | Common<br>practice | Secure<br>disposal      |
| 21.2                      | Curriculum development              | Filing cabinet                                  | HT /SBO             | Current year + 6 years   | End of the<br>calendar year<br>that the record<br>was created in | Common<br>practice | Secure<br>disposal      |
| 21.3                      | Examination Results (School’s copy) | Filing cabinet                                  | HT /SBO             | Current year + 6 years   | Date of<br>examination   | Common<br>practice | Secure<br>disposal      |
| 21.4                      | SATs Results                        | Filing cabinet                                  | HT /SBO             | The SATS result should be recorded on the pupil’s educational file and will therefore be retained until the pupil reaches the ages of 25 years. The school may wish to keep a composite record of all the whole year SATS results. These could be kept for the current year + 6 years to allow suitable comparison | Date that results are released                                   | Common<br>practice | Secure<br>disposal      |
| 21.5                      | SATs Examination papers             | Filing cabinet<br>Governor<br>Hub               | HT /SBO             | The examination papers should be kept until any  | Date of<br>examination   | Common<br>practice | Secure<br>disposal      |

| Reference                               | File description                            | Format /<br>How /<br>Where this<br>file is held | Responsible<br>Role | Retention                                 |  |                    |  |
|---|---|---|---------------------|---|--|--------------------|--|
|   |   |   |                     | Period                                    | Trigger  | Basis              | Action at<br>end of use  |
|   |   |   |                     | appeals/validation<br>process is complete |  |                    |  |
| 21.6                                    | Published Admission Number (PAN)<br>Reports | Filing cabinet<br>Governor<br>Hub               | HT /SBO             | Current year + 6 years                    | End of the<br>calendar year<br>that the record<br>was created in | Common<br>practice | Secure<br>disposal   |
| 21.7                                    | Value Added and Contextual Data             | Filing cabinet<br>Governor<br>Hub               | HT /SBO             | Current year + 6 years                    | End of the<br>calendar year<br>that the record<br>was created in | Common<br>practice | Secure<br>disposal   |
| 21.8                                    | Self-Evaluation Forms                       | One drive<br>Governor<br>Hub<br>I Abacus        | HT                  | Current year + 6 years                    | Date of<br>completion  | Common<br>practice | Secure<br>disposal   |
| 21.9                                    | Internal Moderation                         | One drive                                       | HT                  | Academic year + 1<br>academic year        | Date of<br>commencement  | Common<br>practice | Secure<br>disposal   |
| 21.10                                   | External Moderation                         | Website<br>One drive                            | HT                  | Until superseded                          | Date of<br>commencement  | Common<br>practice | Secure<br>disposal   |
|   |   |   |                     |   |  |                    |  |
| <b>22. Implementation of Curriculum</b> |   |   |                     |   |  |                    |  |
| 22.1                                    | Schemes of Work                             | One drive<br>server                             |                     | Current year + 1 year                     | End of the<br>academic year<br>that the record<br>was created in | Common<br>practice | Review<br>these<br>records at<br>the end of<br>each year<br>and<br>allocate a<br>further |

| Reference | File description   | Format / How / Where this file is held   | Responsible Role                      | Retention   |   |                 |                                     |
|-----------|--|--|---------------------------------------|---|---|-----------------|-------------------------------------|
|           |  |  |                                       | Period  | Trigger   | Basis           | Action at end of use                |
|           |  |  |                                       |   |   |                 | retention period or secure disposal |
| 22.2      | Timetable  | Server One drive                         |                                       | Current year + 1 year   | End of the academic year that the record was created in | Common practice | Secure disposal                     |
| 22.3      | Class Record books, mark books, homework records (eg teacher spreadsheets etc) | Filing cabinets locked in each classroom | Class teachers                        | Current year + 1 year   | End of the academic year that the record was created in | Common practice | Secure disposal                     |
| 22.4      | Pupil work   | classroom                                | Class teachers                        | Where possible, pupils' work should be returned to the pupil at the end of the academic year. If this is not, currently, the school's policy then it should be retained for the current year +1 | End of the academic year that the record was created in | Common practice | Secure disposal                     |
| 22.5      | Online learning platforms  | Tt rock stars                            | Teacher responsible for each platform | As above. Work should be cleared from platforms at the end of the following academic year   | End of the academic year that the record was created in | Common practice | Secure disposal                     |

| Reference                              | File description   | Format /<br>How /<br>Where this<br>file is held  | Responsible<br>Role | Retention  |  |  |                         |
|--|--|--|---------------------|--|--|--|-------------------------|
|  |  |  |                     | Period   | Trigger  | Basis                                  | Action at<br>end of use |
| 22.6                                   | Teacher diaries & Notebooks  | Filing<br>cabinets in<br>classrooms-<br>lockable | teacher             | Contents should be transferred to appropriate record keeping (eg staff file, pupil record, MIS safeguarding / behaviour log) as soon as possible. Destroyed within 3 months. | Expiration of diary.<br>Completion of notebook | Common practice                        | Secure disposal         |
| <b>23. Extra Curriculum Management</b> |  |  |                     |  |  |  |                         |
| 23.1                                   | Records created by schools to obtain approval to run an Educational Visit outside the Classroom ( <b>Primary schools</b> ) where there has not been a Major Incident<br>(Records created might include risk assessments) | Evolve;<br>educational<br>visits                 | EVC                 | Date of visit + 14 years   | Date of visit                                  | The Health and Safety at Work Act 1974 | Secure disposal         |
| 23.2                                   | Records created by schools to obtain approval to run an Educational Visit outside the Classroom ( <b>Secondary schools</b> ) where there has not been a Major Incident   |  |                     | Date of visit + 10 years   | Date of visit                                  | The Health and Safety at Work Act 1974 | Secure disposal         |
| 23.3                                   | Parental consent forms for school trips where there has been no Major Incident   |  | EVC                 | No retention is required   |  | Common practice                        | Secure disposal         |
| 23.4                                   | Records created by schools to obtain approval for to run an Educational Visit outside the Classroom, <b>where there has been a Major Incident</b><br>(Records created might include risk assessments)                    | Filing cabinet                                   | EVC/HT/SBO          | Retain for 25 years from the date of birth of the pupil/s involved in the incident   | Pupil's DOB                                    | The Limitation Act 1980                | Secure disposal         |

| Reference  | File description  | Format / How / Where this file is held | Responsible Role | Retention  |   |                         |                                      |
|--|---|--|------------------|--|---|-------------------------|--------------------------------------|
|  |   |  |                  | Period   | Trigger   | Basis                   | Action at end of use                 |
| 23.5   | Parental consent forms for school trips, <b>where there has been a Major Incident</b>     | Filing cabinet                         | EVC/HT/SBO       | Retain for 25 years from the date of birth of the pupil/s involved in the incident.<br>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 | Pupil's DOB   | The Limitation Act 1980 | Secure disposal                      |
|  |   |  |                  |  |   |                         |                                      |
| <b>24. Family Liaison / Early Help / Alternative Provision</b> |   |  |                  |  |   |                         |                                      |
| 24.1   | Day books   |  |                  | Current year + 2 years then review   | End of the calendar year that the record was created in | Common practice         | Secure disposal                      |
| 24.2   | Reports for outside agencies – where the report has been included on the agency case file |  |                  | Whilst the child is attending school and then destroy  | Date of completion of report                            | Common practice         | Secure disposal<br>(subject to HCSA) |
| 24.3   | Referral forms  |  |                  | While the referral is current  | Date of completion of form                              | Common practice         | Secure disposal<br>(subject to HCSA) |
| 24.5   | Contact data sheets and database entries  |  |                  | Current year then review – if contact is no longer active then destroy   | End of the calendar year that the record was created in | Common practice         | Secure disposal<br>(subject to HCSA) |

| Reference                     | File description  | Format /<br>How /<br>Where this<br>file is held | Responsible<br>Role | Retention              |  |                    |  |
|-------------------------------|---|---|---------------------|------------------------|--|--------------------|--|
|                               |   |   |                     | Period                 | Trigger  | Basis              | Action at<br>end of use                            |
| 24.6                          | Group registers   |   |                     | Current year + 2 years | Last entry in<br>register  | Common<br>practice | Secure<br>disposal                                 |
|                               |   |   |                     |                        |  |                    |  |
| <b>25. Local Authority</b>    |   |   |                     |                        |  |                    |  |
| 25.1                          | Secondary Transfer sheets   |   |                     | Current year + 2 years | Year of transfer   | Common<br>practice | Secure<br>disposal                                 |
| 25.2                          | Attendance Returns  |   |                     | Current year + 1 year  | End of the<br>calendar year<br>that the record<br>was created in | Common<br>practice | Secure<br>disposal                                 |
| 25.3                          | School Census Returns   |   |                     | Current year + 5 years | Completion of<br>return  | Common<br>practice | Secure<br>disposal                                 |
| 25.4                          | Circulars and other information sent from<br>the Local Authority  |   |                     | Operational use        | Date of issue  | Common<br>practice | Secure<br>disposal                                 |
|                               |   |   |                     |                        |  |                    |  |
| <b>26. Central Government</b> |   |   |                     |                        |  |                    |  |
| 26.1                          | OFSTED reports and papers   | One drive                                       | HT                  | Retain whilst current  | Date new report<br>is issued                                     | Common<br>practice | Offer to<br>Local<br>Authority<br>Record<br>Office |
| 26.2                          | Returns made to central government,<br>including Schools financial value standard<br>(SFVS) and assurance statement | One drive<br>Governor<br>hub                    | Ht                  | Current year + 6 years | End of the<br>calendar year<br>that the record<br>was created in | Common<br>practice | Secure<br>disposal                                 |
| 26.3                          | Circulars and other information sent from<br>central government   | Email/outlook                                   | HT                  | Operational use        | Date of issue  | Common<br>practice | Secure<br>disposal                                 |



| Reference   | File description  | Format /<br>How /<br>Where this<br>file is held | Responsible<br>Role | Retention                             |                        |                     |                         |
|---|---|---|---------------------|---------------------------------------|------------------------|---------------------|-------------------------|
|   |   |   |                     | Period                                | Trigger                | Basis               | Action at<br>end of use |
|   |   |   |                     |                                       |                        |                     |                         |
| <b>27. Parent / Alumni Associations</b>   |   |   |                     |                                       |                        |                     |                         |
| 27.1  | Records relating to the creation and management of PTA and Old Pupil Associations   |   |                     | Current year + 6 years                | Date of foundation     | Common practice     | Secure disposal         |
|   |   |   |                     |                                       |                        |                     |                         |
| <b>28. Recordings (meetings, calls, online lessons) –</b> schools, please adapt this section to suit ensuring it is consistent with the Acceptable Use policy section 7.8 |   |   |                     |                                       |                        |                     |                         |
| 28.1  | Incoming & Outgoing calls   |   |                     |                                       |                        | Common practice     |                         |
| 28.2  | Meetings  |   |                     |                                       |                        | Common practice     |                         |
| 28.3  | Online lessons  |   |                     |                                       |                        | Common practice     |                         |
| 28.4  | Staff training  |   |                     |                                       |                        | Common practice     |                         |
|   |   |   |                     |                                       |                        |                     |                         |
|   |   |   |                     |                                       |                        |                     |                         |
| <b>29. Administration of Medication</b>   |   |   |                     |                                       |                        |                     |                         |
| 30.1  | Non-prescription medicines and remedies inc painkillers, or very commonly prescribed drugs such as antibiotics or asthma inhalers   | Follow policy cabinet                           | SBO                 | Current year + 1 year                 | Date of administration | Limitation Act 1980 | Secure disposal         |
| 30.2  | All other administration of medication not covered by 30.1 including, but not limited to: peg feeding, injections, treatments for serious conditions such as diabetes, ADHD or depression |   |                     | Date of birth of the pupil + 25 years | Date of administration | Limitation Act 1980 | Secure disposal         |



## Appendix A – List of School Records and Data safely destroyed

**Specimen Checklist for Annual Review of School Records and Safe Data Destruction**

The following is an example of how to create a destruction record – this could be a spreadsheet.

| Reference Number | File/Record Title | Description                               | Reference or Cataloguing Information           | Number of Files Destroyed | Method of Destruction | Confirm;<br>(i) Safely Destroyed<br>(ii) In accordance with Data Retention Guidelines<br><br>Yes/No | Name of Authorising Officer |
|------------------|-------------------|---|--|---------------------------|-----------------------|---|-----------------------------|
| 1.               | School invoices   | Copies of purchase invoices dated 2011/12 | Folders marked 'Purchase Invoices 2011/13' 1-3 | 3 Folders                 | Cross shredded        | Yes   | J Smith (Head)              |