

Bridlington School

Information Retention Policy



Approved by: Finance Committee

Date: 15 October 2020

Last reviewed on: 17 October 2019

Next review due by: 15 October 2021

Our school aims to ensure that all personal data collected about staff, students, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the [General Data Protection Regulation \(GDPR\)](#) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the [Data Protection Bill](#).

This policy applies to all personal data, regardless of whether it is in paper or electronic format.

In accordance with data protection principles, the school does not keep information for any longer than is necessary for the purposes for which it is processed.

Personal data that is no longer needed will be disposed of securely. Personal data that has become inaccurate or out of date will also be disposed of securely, where we cannot or do not need to rectify or update it. In this context, secure disposal should be taken to mean disposal using confidential waste bins / bags or shredded using a cross cut shredder.

For example, we will shred paper-based records, and overwrite or delete electronic files. We may also use a third party to safely dispose of records on the school's behalf. If we do so, we will require the third party to provide sufficient guarantees that it complies with data protection law.

In setting the Information Retention Policy, the school has considered the recommendations made by the Information and Records Management Society (IRMS), guidance set out in "Keeping Children Safe in Education", published by the DfE, the Health & Safety Executive (HSE) and the Local Authority.

1. Management of the School

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

1.1 Governing Body (GB)

| Ref | Basic File Description | Data Prot Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of administrative life of record |
|-------|--|--|----------------------|--|--|
| 1.1.1 | Agendas for GB meetings | Confidentiality issues relating to references to staff | | One copy to be retained with the principal set of the minutes. Other copies can be disposed of | Secure Disposal |
| 1.1.2 | Minutes of GB meetings | Confidentiality issues relating to references to staff | | One copy to be retained as the principle set of the minute. Other copies can be disposed of | If these minutes contain sensitive, personal information these must be shredded |
| | Principal Set (signed) | | | PERMANENT | |
| | Inspection Copies ¹ | | | Date of meeting + 3 years | |
| 1.1.3 | Reports presented to the Governing Body | Confidentiality issues relating to references to staff | | Reports should be kept for a minimum for 6 years. However, if the minutes refer directly to individual reports then the reports should be kept permanently with the principal set. | Secure Disposal or retain with a signed set of the minutes |
| 1.1.4 | Meeting papers related to the annual parent's meeting held under section 33 of the Education Act | No | | Date of meeting + a minimum of 6 years | Secure Disposal |
| 1.1.5 | Instruments of Government including Articles of Association | No | | PERMANENT | These should be retained in the school whilst the school is open and then offered to County Archives should the school close |
| 1.1.6 | Trusts and Endowments managed by the Governing Body | No | | PERMANENT | These should be retained in the school whilst the school is open and then offered to County Archives should the school close |

1. These are the copies which the Clerk to the Governors may wish to retain so that requestors can view all the appropriate information without the clerk needing to print off and collate redacted copies of the minutes each time a request is made

| Ref | Basic File Description | Data Prot Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of administrative life of record |
|--------|---|------------------|--|--|--|
| 1.1.7 | Action plans created and administered by the Governing Body | No | | Life of the Action Plan + 3 years | Secure Disposal |
| 1.1.8 | Policy documents created and administered by the Governing Body | No | | Life of the Action Plan + 3 years | Secure Disposal |
| 1.1.9 | Records dealing with complaints dealt with by the Governing Body | Yes | | Date of the resolution of the complaint + a minimum of 6 years then review for further retention in the case of contentious disputes | Secure Disposal |
| 1.1.10 | Annual Reports created under the requirements of the Education (Governors Annual Reports) (England)(Amendment) Regulations 2002 | No | the Education (Governors Annual Reports) (England)(Amendment) Regulations 2002 SI 2002 No 1171 | Date of report + 10 years | Secure Disposal |
| 1.1.11 | Proposals concerning the change of status of a maintained school including Specialist Status Schools & Academies | No | | Date of proposal accepted or declined + 3 years | Secure Disposal |

1.2 Headteacher and Senior Leadership Team

| Ref | Basic File Description | Data Prot Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of administrative life of record |
|-------|--|---|----------------------|---|---|
| 1.2.1 | Log books of activity in the school maintained by the Headteacher | Confidentiality issues relating to references to individual staff or students | | Date of last entry in the book + a minimum of 6 years then review | These could be of permanent historical value and should be offered to the County Archives service if applicable |
| 1.2.2 | Minutes of Senior Leadership Team meetings and the meetings of other internal administrative bodies | Confidentiality issues relating to references to individual staff or students | | Date of the meeting + 3 years then review | Secure Disposal |
| 1.2.3 | Reports created by the Headteacher or Leadership Team | Confidentiality issues relating to references to individual staff or students | | Date of the report + a minimum 3 years then review | Secure Disposal |
| 1.2.4 | Records created by Headteachers, Deputy Headteachers, Assistant Headteachers and staff with administrative responsibilities | Confidentiality issues relating to references to individual staff or students | | Current academic year + 6 years then review | Secure Disposal |
| 1.2.5 | Correspondence created by Headteachers, Deputy Headteachers, Assistant Headteachers and staff with administrative responsibilities | Confidentiality issues relating to references to individual staff or students | | Date of correspondence + 3 years then review | Secure Disposal |
| 1.2.6 | Professional Development Plans | Yes | | Life of the plan + 6 years | Secure Disposal |
| 1.2.7 | School Development Plans | No | | Life of the plan + 3 years | Secure Disposal |

1.3 Admissions Process

| Ref | Basic File Description | Data Prot Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of administrative life of record |
|-------|--|------------------|--|---|--|
| 1.3.1 | All records relating to the creation and implementation of the School Admissions' Policy | No | School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels December 2014 | Life of the policy + 3 years then review | Secure Disposal |
| 1.3.2 | Admissions – if the admission is successful | Yes | School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels December 2014 | Date of admission + 1 year | Secure Disposal |
| 1.3.3 | Admissions – if the appeal is unsuccessful | Yes | School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels December 2014 | Resolution of case + 1 year | Secure Disposal |
| 1.3.4 | Register of Admissions | Yes | School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014 | Every entry in the admission register must be preserved for a period of 3 years after the date on which the entry was made ² | Secure Disposal |
| 1.3.5 | Admissions –Secondary Schools – Casual | Yes | | Current year + 1 year | Secure Disposal |

2. School attendance Departmental advice for maintained schools, academies, independent schools and local authorities October 2011 p6

| Ref | Basic File Description | Data Prot Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of administrative life of record |
|-------|---|------------------|--|--|--|
| 1.3.6 | Proofs of address supplied by parents as part of the admissions process | Yes | School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels December 2014 | Current year + 1 year | Secure Disposal |
| 1.3.7 | Supplementary Information form including additional information such as religion, medical conditions etc: | Yes | | | |
| | For successful admissions | | | This information should be added to the student record | Secure Disposal |
| | For unsuccessful admissions | Yes | | Until appeals process is completed | Secure Disposal |

1.4 Operational Administration

| Ref | Basic File Description | Data Prot Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of administrative life of record |
|-------|---|------------------|----------------------|------------------------------------|--|
| 1.4.1 | General File Series | No | | Current year + 5 years then review | Secure Disposal |
| 1.4.2 | Records relating to the creation and publication of the school brochure or prospectus | No | | Current year + 3 years | Standard Disposal |
| 1.4.3 | Records relating to the creation and distribution of circulars to staff, parents or students | No | | Current year + 1 year | Standard Disposal |
| 1.4.4 | Newsletters or other items with a short operational use | No | | Current year + 1 year | Standard Disposal |
| 1.4.5 | Visitors' Books and signing in sheets | Yes | | Current year + 1 year | Secure Disposal |
| 1.4.5 | Daily logs of phone calls / messages received at reception | Yes | | Current year | Secure Disposal |
| 1.4.6 | Records relating to the creation and management of Parent Teacher Associations and / or Old Pupils Associations | No | | Current year + 6 years then review | Secure Disposal |

2. Human Resources

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

2.1 Recruitment

| Ref | Basic File Description | Data Prot Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of administrative life of record |
|-------|--|------------------|---|--|--|
| 2.1.1 | All records leading up to the appointment of a new headteacher | Yes | | Date of appointment + 6 years | Secure Disposal |
| 2.1.2 | All records leading up to the appointment of a new member of staff – unsuccessful candidates | Yes | | Date of appointment of successful candidate + 6 months | Secure Disposal |
| 2.1.3 | All records leading up to the appointment of a new member of staff – successful candidate | Yes | | All the relevant information should be added to the staff personal file (see below) and all other information retained for 6 months | Secure Disposal |
| 2.1.4 | Pre-employment vetting information – DBS Checks | No | DBS Update Service Employer Guide June 2014: Keeping children safe in education July 2015 (Statutory Guidance from DfE) Sections 73, 74 | The school does not have to keep copies of DBS certificates. If the school does so, the copy MUST not be retained for more than 6 months. | Secure Disposal |
| 2.1.5 | Proofs of identity collected as part of the process of checking “portable” enhanced DBS disclosure | Yes | | Where possible these should be checked and a note kept of what was seen and what has been checked. If it is felt necessary to keep copy documentation then this should be placed on the member of staff’s personal file. | Secure Disposal |
| 2.1.6 | Pre-employment vetting information – Evidence proving the right to work in the United Kingdom ³ | Yes | An employer’s guide to right to work checks (Home Office May 2015) | Documents should be added to the Staff Personal File, then kept until the termination of employment + 6 years | Secure Disposal |

3. Employers are required to take a “clear copy” of the documents which they are shown as part of this process.

2.2 Operational Staff Management

| Ref | Basic File Description | Data Prot Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of administrative life of record |
|-------|--|------------------|---------------------------------|-------------------------------------|--|
| 2.2.1 | Staff Personal File | Yes | Limitation Act 1980 (Section 2) | Termination of Employment + 6 years | Secure Disposal |
| 2.2.2 | Timesheets | Yes | | Current year + 6 years | Secure Disposal |
| 2.2.3 | Annual appraisal / assessment records (this includes records saved in the Appraisal - M Drive) | Yes | | Current year + 5 years | Secure Disposal |

2.3 Management of Disciplinary and Grievance Processes

| Ref | Basic File Description | Data Prot Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of administrative life of record |
|-------|--|------------------|---|---|--|
| 2.3.1 | Allegation of a child protection nature against a member of staff including where the allegation is unfounded ⁴ | Yes | “Keeping children safe in education, Statutory guidance for schools and colleges March 2015”; “Working together to safeguard children, A guide to inter-agency working to safeguard and promote the welfare of children March 2015” | Until the person’s normal retirement age or 10 years from the date of the allegation, whichever is the longest, then REVIEW. Note; allegations that are found to be malicious should be removed from personnel files. If found they are to be kept on the file and a copy provided to the person concerned | Secure Disposal These records must be shredded |
| 2.3.2 | Disciplinary Proceedings | Yes | | | |
| | Oral Warning | | | Termination of Employment + 6 years | |
| | Written Warning – level 1 | | | Termination of Employment + 6 years | Secure disposal |
| | Written Warning – level 2 | | | Termination of Employment + 6 years | Secure Disposal |

4. This review took place as the Independent Inquiry on Child Sexual Abuse was beginning. In light of this, it is recommended that all records relating to child abuse are retained until the Inquiry is completed. This section will be reviewed again to take into account any recommendations the Inquiry might make concerning record retention.

5. Where the warning relates to Child Protection issues refer to (3) above. If the disciplinary proceedings relate to a child protection matter please contact your Safeguarding Children Officer for further advice.

| Ref | Basic File Description | Data Prot Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of administrative life of record |
|--------------|------------------------|------------------|----------------------|--|--|
| 2.3.2 cont.. | Final Warning | | | Termination of Employment + 6 years | Secure disposal |
| | Case not found | | | If the incident is child protection related then see above, otherwise dispose of at the conclusion of the case | Secure Disposal |

2.4 Health and Safety

| Ref | Basic File Description | Data Prot Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of administrative life of record |
|-------|--|------------------|--|--|--|
| 2.4.1 | Health and Safety Policy Statements | No | | Life of Policy + 3 years | Secure Disposal |
| 2.4.2 | Health and Safety Risk Assessments | No | | Life of risk assessment + 3 years | Secure Disposal |
| 2.4.3 | Records relating to accident / injury at work | Yes | | Date of incident + 12 years. In the case of serious accidents a further retention period will need to be applied | Secure Disposal |
| 2.4.4 | Accident Reporting & first aid records | Yes | Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980; Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 | | |
| | Adults | | | Date of the incident + 6 years | Secure Disposal |
| | Children | | | DOB of the child + 25 years | Secure Disposal |
| 2.4.5 | Medicines Administered to Students ⁶ Ongoing / long term Short term | Yes | | Whilst the student is at school + 1 year Duration of need + 1 month | Secure Disposal |

6. Records are disposed of at the end of each academic year. Parents of students needing medication are required to complete a new Administration of Medication Form and / or Care Plan at the start of each academic year.

| Ref | Basic File Description | Data Prot Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of administrative life of record |
|-------|---|------------------|--|--------------------------------|--|
| 2.4.6 | Control of Substances Hazardous to Health (COSHH) | No | COSHH Regulations 2002. SI 2002 No 2677 Regulation 11; Records kept under the 1994 and 1999 Regulations to be kept as if the 2002 Regulations had not been made. Regulation 18 (2) | Current year + 40 years | Secure Disposal |
| 2.4.7 | Process of monitoring of areas where employees and persons are likely to have become into contact with asbestos | No | Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19 | Last action + 40 years | Secure Disposal |
| 2.4.8 | Process of monitoring of areas where employees and persons are likely to have become in contact with radiation | No | | Last action + 50 years | Secure Disposal |
| 2.4.9 | Fire Precautions Log Book | No | | Current year + 6 years | Secure Disposal |

2.5 Payroll and Pensions

| Ref | Basic File Description | Data Prot Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of administrative life of record |
|-------|--|------------------|---|--------------------------------|--|
| 2.5.1 | Maternity pay records | Yes | Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567) | Current year + 3 years | Secure Disposal |
| 2.5.2 | Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995 | Yes | | Current year + 6 years | Secure Disposal |
| 2.5.3 | National Insurance Contributions | Yes | Social Security Contributions and Benefits Act 1992 | Current year + 3 years | Secure Disposal |
| 2.5.4 | PAYE working sheets for deductions | Yes | The IT (Employment) Regulations 1993, Regulation 38 | Current year + 3 years | Secure Disposal |
| 2.5.5 | Other payroll input documentation (overtime, timesheets, additional payments) | Yes | | Current year + 3 years | Secure Disposal |

3. Financial Management of the School

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

3.1 Risk Management and Insurance

| Ref | Basic File Description | Data Prot Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of administrative life of record |
|-------|--|------------------|----------------------|--|--|
| 3.1.1 | Employer's Liability Insurance Certificate | No | | Closure of the School + 40 years (although held by the Local Authority) | Secure Disposal |

3.2 Asset Management

| Ref | Basic File Description | Data Prot Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of administrative life of record |
|-------|--|------------------|----------------------|--------------------------------|--|
| 3.2.1 | Inventories of furniture & equipment | No | | Indefinitely | Secure Disposal |
| 3.2.2 | Burglary, theft and vandalism report forms | No | | Current year + 6 years | Secure Disposal |

3.3 Accounts and statements including Budget Management

| Ref | Basic File Description | Data Prot Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of administrative life of record |
|-------|--|------------------|----------------------|---|--|
| 3.3.1 | Annual Accounts | No | | Current year + 6 years | Standard Disposal |
| 3.3.2 | Loans and grants managed by the school | No | | Date of last payment of loan + 12 years then REVIEW | Secure Disposal |
| 3.3.3 | Student Grant Applications | Yes | | Current year + 3 years | Secure Disposal |
| 3.3.4 | All records relating to the creation and management of budgets including the Annual Budget statement and background papers | No | | Life of the budget + 3 years | Secure Disposal |

3.4 Contract Management

| Ref | Basic File Description | Data Prot Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of administrative life of record |
|-------|---|------------------|----------------------|---|--|
| 3.4.1 | All records relating to the management of contracts under seal | No | Limitation Act 1980 | Last payment on the contract + 12 years | Secure Disposal |
| 3.4.2 | All records relating to the management of contracts under signature | No | Limitation Act 1980 | Last payment on the contract + 6 years | Secure Disposal |
| 3.4.3 | Records relating to the monitoring of contracts | No | | Current year + 2 years | Secure Disposal |

3.5 School Fund

| Ref | Basic File Description | Data Prot Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of administrative life of record |
|-------|-------------------------------|------------------|----------------------|--------------------------------|--|
| 3.5.1 | School Fund – Cheque Books | No | | Current year + 6 years | Secure Disposal |
| 3.5.2 | School Fund – Paying In Books | No | | Current year + 6 years | Secure Disposal |
| 3.5.3 | School Fund – Ledger | No | | Current year + 6 years | Secure Disposal |
| 3.5.4 | School Fund - Invoices | No | | Current year + 6 years | Secure Disposal |
| 3.5.5 | School Fund - Receipts | No | | Current year + 6 years | Secure Disposal |
| 3.5.6 | School Fund – Bank Statements | No | | Current year + 6 years | Secure Disposal |
| 3.5.7 | School Fund – Journey Books | No | | Current year + 6 years | Secure Disposal |

3.6 School Meals Management

| Ref | Basic File Description | Data Prot Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of administrative life of record |
|-------|-----------------------------|------------------|----------------------|--------------------------------|--|
| 3.6.1 | Free School Meals Registers | Yes | | Current year + 6 years | Secure Disposal |
| 3.6.2 | School Meals Registers | Yes | | Current year + 3 years | Secure Disposal |
| 3.6.3 | School Meals Summary Sheets | No | | Current year + 3 years | Secure Disposal |

3.7 Other Financial Documents

| Ref | Basic File Description | Data Prot Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of administrative life of record |
|-------|--|------------------|----------------------|--------------------------------|--|
| 3.7.1 | Primary evidence of receipt and payment ⁷ | Yes | | Current year + 6 years | Secure Disposal |
| 3.7.2 | Secondary evidence of receipt and payment ⁸ | Yes | | Current year + 1 year | Secure Disposal |
| 3.7.3 | VAT documentation | Yes | | Current year + 3 years | Secure Disposal |
| 3.7.4 | Other documentation (no single period of retention can be prescribed) ⁹ | Yes | | See note 8, below | Secure Disposal |

As recommended by the Local Authority's Finance Manual for Schools 2017:

7. Primary evidence includes; Till (Z) readings, receipt books, bank paying-in books, cheque books, imprest books,

8. Secondary evidence includes; School meal registers, cafeteria records, meals & cash accounted for forms, delivery notes, school fund records, masterpiece prints, private photocopying income, purchase orders, audit till rolls, school sales records, recoupment claims, budgetary control records, private telephone income records, timesheets,

9. Asset register – indefinitely; Free meals notification – one year; Educational Visits Records – one year.

4. Property Management

This section covers the management of buildings and property.

4.1 Property Management

| Ref | Basic File Description | Data Prot Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of administrative life of record |
|-------|--|------------------|----------------------|---|--|
| 4.1.1 | Title deeds of properties belonging to the school | No | | PERMANENT These should follow the property unless the property has been registered with the Land Registry | |
| 4.1.2 | Plans of property belonging to the school | No | | These should be retained whilst the building belongs to the school and should be passed onto any new owners if the building is leased or sold | |
| 4.1.3 | Leases of property leased by or to the school | No | | Expiry of lease + 6 years | Secure Disposal |
| 4.1.4 | Records relating to the letting of school premises | No | | Current financial year + 6 years | Secure Disposal |

4.2 Maintenance

| Ref | Basic File Description | Data Prot Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of administrative life of record |
|-------|---|------------------|----------------------|--------------------------------|--|
| 4.2.1 | All records relating to the maintenance of the school carried out by contractors | No | | Current year + 6 years | |
| 4.2.2 | All records relating to the maintenance of the school carried out by school employees including maintenance log books | No | | Current year + 6 years | |

5. Pupil Management

This section includes all records which are created during the time a pupil spends at the school. For information about accident reporting see 2.4 Health & Safety

5.1 Pupil's Educational Record

| Ref | Basic File Description | Data Prot Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of administrative life of record |
|-------|--|------------------|---|--|--|
| 5.1.1 | Pupil's Educational Record required by The Education (Pupil Information)(England) Regulations 2005 | Yes | The Education (Pupil Information)(England) Regulations 2005 | | |
| | Secondary | | Limitation Act 1980 (Section 2) | Date of birth of the pupil plus 25 years | Secure Disposal (at the end of the academic year in which the student would be 25) |
| 5.1.2 | Examination Results – Pupil Copies | Yes | | | |
| | Public | | | This information should be added to the pupil file | All uncollected certificates should be returned to the examination board |
| | Internal | | | This information should be added to the pupil file | |

This review took place as the Independent Inquiry on Child Sexual Abuse was beginning. In light of this, it is recommended that all records relating to child abuse are retained until the Inquiry is completed. This section will then be reviewed again to take into account any recommendations the Inquiry might make concerning record retention.

| | | | | | |
|-------|---|-----|--|---|--|
| 5.1.3 | Child Protection information held on pupil file | Yes | “Keeping children safe in education, Statutory guidance for schools and colleges March 2015”; “Working together to safeguard children, A guide to inter-agency working to safeguard and promote the welfare of children March 2015” | If any records relating to child protection issues are placed on the pupil file, it should be in a sealed envelope and then retained for the same period of time as the pupil file. | Secure Disposal These records MUST be shredded |
|-------|---|-----|--|---|--|

| Ref | Basic File Description | Data Prot Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of administrative life of record |
|-------|--|------------------|--|---|--|
| 5.1.4 | Child Protection information held in separate file | Yes | “Keeping children safe in education, Statutory guidance for schools and colleges March 2015”; “Working together to safeguard children, A guide to inter-agency working to safeguard and promote the welfare of children March 2015” | DOB of the child + 25 years then review. This retention period was agreed in consultation with the Safeguarding Children Group on the understanding that the principal copy of this information will be found on the Local Authority Social Services record | Secure Disposal These records MUST be shredded |

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

5.2 Attendance

| Ref | Basic File Description | Data Prot Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of administrative life of record |
|-------|---|------------------|---|---|--|
| 5.2.1 | Attendance registers | Yes | School attendance: Departmental Advice for maintained schools, academies, independent schools and local authorities October 2014 | Every entry in the attendance register must be preserved for a period of 3 years after the date on which the entry was made | Secure Disposal |
| 5.2.2 | Correspondence relating to authorized absence | | Education Act 1996 Section 7 | Current academic year + 2 years | Secure Disposal |

5.3 Special Educational Needs

| Ref | Basic File Description | Data Prot Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of administrative life of record |
|-------|--|------------------|---------------------------------|---------------------------------------|--|
| 5.3.1 | Special Educational Needs files, review and Individual Education Plans | Yes | Limitation Act 1980 (Section 2) | Date of birth of the pupil + 25 years | REVIEW Note: This retention period is the minimum that any pupil file should be kept. Some choose to keep SEN files for a longer period of time to defend themselves in a “failure to provide a sufficient education” case. If files are kept longer than this period, then the reasons for this should be documented. |

| Ref | Basic File Description | Data Prot Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of administrative life of record |
|-------|---|------------------|---|---------------------------------------|--|
| 5.3.2 | Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement | Yes | Education Act 1996 Special Educational Needs and Disability Act Section 1 | Date of birth of the pupil + 25 years | Secure Disposal <i>Unless the document is subject to a legal hold</i> |
| 5.3.3 | Advice and information provided to parents regarding educational needs | Yes | Special Educational Needs and Disability Act Section | Date of birth of the pupil + 25 years | Secure Disposal <i>Unless the document is subject to a legal hold</i> |
| 5.3.4 | Accessibility Strategy | Yes | Special Educational Needs and Disability Act Section 14 | Date of birth of the pupil + 25 years | Secure Disposal <i>Unless the document is subject to a legal hold</i> |

6. Curriculum Management

6.1 Statistics and Management Information

| Ref | Basic File Description | Data Prot Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of administrative life of record |
|-------|--|------------------|----------------------|--|--|
| 6.1.1 | Curriculum Returns | No | | Current year + 3 years | Secure Disposal |
| 6.1.2 | Examination Results (Schools Copy) | Yes | | Current year + 6 years | Secure Disposal |
| | SATS records | Yes | | | |
| | Results | | | The SATS results should be recorded on the pupil's education file and will therefore be retained until the pupil reaches the age of 25 years. If kept as a separate record (of a whole year), these could be kept up to current year + 6 years, to allow a suitable comparison | Secure Disposal |
| | Examination Papers | | | The examination papers should be kept until any appeals / validation process is complete | Secure Disposal |
| 6.1.3 | Published Admission Number (PAN) Reports | Yes | | Current year + 6 years | Secure Disposal |
| 6.1.4 | Value Added and Contextual Data | Yes | | Current year + 6 years | Secure Disposal |
| 6.1.5 | Self-Evaluation Forms | Yes | | Current year + 6 years | Secure Disposal |

6.2 Implementation of Curriculum

| Ref | Basic File Description | Data Prot Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of administrative life of record |
|-------|------------------------|------------------|----------------------|--|---|
| 6.2.1 | Schemes of Work | No | | Current year + 1 year | |
| 6.2.2 | Timetable | No | | Current year + 1 year | |
| 6.2.3 | Class Record Books | Yes | | Current year + 1 year | It may be appropriate to review these records at the end of each year and allocate a further retention period OR Secure Disposal |
| 6.2.4 | Mark Books | Yes | | Current year + 1 year | It may be appropriate to review these records at the end of each year and allocate a further retention period OR Secure Disposal |
| 6.2.5 | Record of homework set | No | | Current year + 1 year | |
| 6.2.6 | Pupils' Written Work | Yes | | Where possible pupils' work should be returned to the pupil at the end of the academic year. | Secure Disposal of confidential information contained within the planner. The rest of the book can be disposed of in the recycling bins. |
| 6.2.7 | Student Planners | Yes | | Planners should be sent home with students at the end of the academic year | Secure Disposal of confidential information contained within the planner. The rest of the planner can be disposed of in the recycling bins. |
| 6.2.8 | Online Lessons | Yes | | End of the term during which the lesson was recorded | Recordings to be deleted at the end of the term, by the teacher who recorded. |

7. Extra-Curricular Activities

7.1 Educational Visits outside the Classroom

| Ref | Basic File Description | Data Prot Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of administrative life of record |
|-------|---|------------------|---|---|---|
| 7.1.1 | Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Secondary Schools | No | Outdoor Education Advisors' Panel National Guidance website http://oeapng.info , specifically section 3 "Legal Framework and Employer Systems" and Section 4 "Good Practice" | Date of visit + 10 years | Secure Disposal |
| 7.1.2 | Parental consent forms for school trips where there has been no major incident | Yes | | Conclusion of the trip | Although consent forms could be retained for DOB + 25 years, the requirement for them being needed is low and most schools do not have the capacity to retain every consent form issued for this period of time |
| 7.1.3 | Parental consent forms for school trips – where there has been a major incident | Yes | Limitation Act 1980 | DOB of the pupil involved + 25 years. The permission slips for all the pupils on the trip need to be retained to show that the rules have been followed for all pupils. | |
| 7.1.4 | Student / Staff medical information for use on educational visit | Yes | | Should be retained for the duration of the visit with the consent form then disposed of in line with 7.1.2 | |

7.2 Walking Bus

| Ref | Basic File Description | Data Prot Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of administrative life of record |
|-------|------------------------|------------------|----------------------|---|---|
| 7.2.1 | Walking Bus Registers | Yes | | Date of register + 3 years This takes into account the fact that if there is an incident requiring an accident report, the register will be submitted with the accident report and kept for the period of time required for accident reporting | Secure Disposal (If these records are retained electronically any back-up copies should be destroyed at the same time) |

7.3 Family Liaison Officers and Home School Liaison Assistants

| Ref | Basic File Description | Data Prot Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of administrative life of record |
|-------|--|------------------|----------------------|---|--|
| 7.3.1 | Day Books | Yes | | Current year + 2 years then review | Secure Disposal |
| 7.3.2 | Reports for outside agencies – where the report has been included on the case file created by the outside agency | Yes | | Whilst the child is attending school, then destroy | Secure Disposal |
| 7.3.3 | Referral Forms | Yes | | While the referral is current | Secure Disposal |
| 7.3.4 | Contact data sheets | Yes | | Current year then review. If contact is no longer active then destroy | Secure Disposal |
| 7.3.5 | Contact database entries | Yes | | Current year then review. If contact is no longer active then destroy | Secure Disposal |
| 7.3.6 | Group Registers | Yes | | Current year + 2 years | Secure Disposal |

8. Central Government & Local Authority

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

8.1 Local Authority

| Ref | Basic File Description | Data Prot Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of administrative life of record |
|-------|---|------------------|----------------------|--------------------------------|--|
| 8.1.1 | Attendance Returns | Yes | | Current year + 1 year | Secure Disposal |
| 8.1.2 | School Census Returns | Yes | | Current year + 5 years | Secure Disposal |
| 8.1.3 | Circulars and other information sent from the Local Authority | No | | Operational Use | Secure Disposal |

8.2 Central Government

| Ref | Basic File Description | Data Prot Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of administrative life of record |
|-------|--|------------------|----------------------|--------------------------------|--|
| 8.2.1 | OFSTED reports and papers | No | | Life of the report then REVIEW | Secure Disposal |
| 8.2.2 | Returns made to central government | No | | Current year + 6 years | Secure Disposal |
| 8.2.3 | Circulars and other information sent from central government | No | | Operational Use | Secure Disposal |

9. Management of IT Systems used to record information

This section covers records created in the normal course of business, recorded on different software packages available to staff and students.

9.1 Students' Work

| Ref | Basic File Description | Data Prot Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of administrative life of record |
|-------|----------------------------------|------------------|----------------------|---|--|
| 9.1.1 | Student School IT login | No | | Whilst the child is attending school, then account to be disabled | |
| 9.1.2 | Student work – W Drive | No | | Current year + 1 year after leaving | Deleted from IT network |
| 9.1.3 | Student biometric information | Yes | | Record to be deleted at the end of the academic year that the student leaves school | |
| 9.1.4 | Student logins for school “Apps” | No | | Whilst the child is attending school, then account to be disabled | |

9.2 Data Processed by Staff

| Ref | Basic File Description | Data Prot Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of administrative life of record |
|-------|--|------------------|---------------------------------|---|--|
| 9.2.1 | Emails | Yes | | 5 years | Emails to be deleted |
| 9.2.2 | Personal Folder - H Drive: | Yes | | | |
| 9.2.3 | Student work saved in P Drive (Class Folders) | Yes | | Current academic year + 1 year | Delete from IT Network |
| 9.2.4 | Staff Class Folders – P Drive | Yes | | Folders will be deleted if not used for 2 years | Delete from IT Network |
| 9.2.5 | Lessons – L Drive (Appraisal information) | Yes | Limitation Act 1980 (Section 2) | Termination of Employment + 6 years | Delete from IT Network |
| 9.2.6 | Admin – Q Drive (Admin, First Aid, HR & Finance folders) | Yes | | Information saved in this folder should be deleted in accordance with the type of information stored. | Delete from IT Network |
| 9.2.7 | Policies – R Drive | No | | Policies reviewed and replaced and review annually | Delete from IT Network |
| 9.2.8 | Subjects – S Drive | Yes | | Information saved in this folder should be deleted in | Delete from IT Network |

| | | | | | |
|--------|------------------------|-----|--|---|------------------------|
| | | | | accordance with the type of information stored. | |
| 9.2.9 | Supply Cover – T Drive | No | | Current academic year +1 year | Delete from IT Network |
| 9.2.10 | SIMS – Y Drive | Yes | | Information saved in this folder should be deleted in accordance with the type of information stored. | Delete from IT Network |
| | | | | | |
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