

LITTLE PLUMSTEAD CE VA PRIMARY SCHOOL

RETENTION POLICY AND SCHEDULE

The school is required to maintain a retention schedule which lays down the length of time which a record needs to be retained and the action which should be taken when it is of no further use.

The schedule is divided into 7 sections.

1. MANAGEMENT OF THE SCHOOL

Governing Body

Description	Statutory provisions	Retention period	Action at end of retention period
Agendas for Governing Body meetings	--	One copy of agenda with one signed and dated copy of minutes retained indefinitely. All other copies disposed.	Secure disposal for extra copies. If storage issues in school, offer to County Archives Service after 10 years.
Minutes of Governing Body meetings	--		
Agenda papers and reports presented to the Governing body	--	Retained indefinitely with minutes	If storage issues in school, offer to County Archives Service after 10 years
Instruments of Government including Articles of Association	--	Indefinitely	Retained in school until school closes, then offered to County Archives Service.
Action Plans created and implemented by the Governing Body	--	Life of action plan + 3 years	Secure disposal
Policy documents created and administered by the Governing Body	--	Life of policy + 3 years	Standard disposal as public documents
Records relating to complaints dealt with by the Governing Body	Yes – Education Act	Date of report + 10 years	Secure disposal
Proposals concerning the change of status of the school.	--	Date proposal accepted or declined + 3 years	Secure disposal
Personal data of individual governors held on school's website and DfE's Get Information About Schools website	Yes – Data Protection	1 year after term of office finished	Delete from websites

Headteacher and Senior Management Team

Description	Statutory provisions	Retention period	Action at end of retention period
Log books of activity in the school maintained by the Headteacher	Data Protection consideration needs to be made if individuals are named	Date of entry in the book + a min of 6 years then review.	At review consideration should be made to retain for permanent historical value and offered to the County Archives Services. Otherwise secure disposal
Minutes of SMT meetings, other staff meetings and other internal meetings	Data Protection consideration needs to be made if individuals are named	Date of meeting + 3 years then review	Secure disposal
Reports created by Headteacher and SMT	Data Protection consideration needs to be made if individuals are named	Date of report + min 3 years then review	Secure disposal
Records created by Headteacher, SMT and other members of staff	Data Protection consideration needs to be made if individuals are named	Current academic year + 6 years then review	Secure disposal
Correspondence created by Headteacher, SMT and other members of staff	Data Protection consideration needs to be made if individuals are named	Date of correspondence + 3 years then review	Secure disposal
Professional development plans	Yes – Data Protection	Life of plan + 6 years	Secure disposal/delete electronic versions from server
School development plans	--	Life of plan + 3 years	Secure disposal/delete electronic versions from server

Admissions Process

Description	Statutory provisions	Retention period	Action at end of retention period
All records relating to the creation and implementation of the School Admission Policy	Yes – School Admission Code Statutory guidance	Life of policy + 3 years	Secure disposal
Admissions – if the admission is successful	Yes – School Admission Code Statutory guidance	Date of admission + 1 year	Secure disposal
Admissions – if the appeal is unsuccessful	Yes – School Admission Code Statutory guidance	Resolution of case + 1 year	Secure disposal

Register of admissions	Yes – School Admission Code Statutory guidance	Each entry – date of entry + 3 years	Review – consider keeping admission register permanently in case past pupils request confirmation of dates they attended. Delete electronic versions from server
Admission form completed by parent	--	Until pupil leaves school	Secure disposal
Supplementary information for successful admissions	--	Added to pupil file until pupil leaves school	Secure disposal
Supplementary information for unsuccessful admissions	--	Until appeals process completed	Secure disposal

Operational Administration

Description	Statutory provisions	Retention period	Action at end of retention period
General paper files	--	Current year + 5 years then review	Secure disposal
Records and publications relating to the creation and publication of the school brochure/prospectus	--	Current year + 3 years	Standard disposal – also see under Online Providers section
Records relating to the creation and distribution of circulars to staff, parents and pupils	--	Current year + 1 year	Standard disposal – also see under Online Providers section
Newsletters and other items with a short operational use	--	Current year + 6 years	Standard disposal
Visitors books	Yes – Data Protection	Current year + 2 years	Secure disposal

2. HUMAN RESOURCES

Recruitment

Description	Statutory provisions	Retention period	Action at end of retention period
All records leading up to the appointment of a new Headteacher	Yes – Data Protection	Date of appointment + 6 years	Secure disposal

All records leading up to the appointment of a new member of staff – unsuccessful candidates	Yes – Data Protection	Date of appointment of successful candidate + 6 months	Secure disposal
All records leading up to the appointment of a new member of staff – successful candidates	Yes – Data Protection	All relevant information added to staff HR file. All other information retained for 6 months.	Secure disposal
Pre-employment vetting information – DBS checks Data recorded on the school's Single Central Record	Yes – Keeping children safe in education & statutory guidance from DfE Sections 73,74 Jul 2015	No requirement for schools to retain a copy of the DBS certificates. However it does, must NOT retained for more than 6 months. Data retained on Single Central Record until member of staff leaves employment	Secure disposal Single Central Record saved on school server in area only accessible to Headteacher and School Office Manager. File is password protected.
Proof of identity collected as part of the process of checking the DBS disclosure	--	A note should be made of what was seen and checked. If copy retained, should be kept in the member of staff's HR file.	Secure disposal
Pre-employment vetting information – evidence proving the right to work in the UK	Yes – employer's guide to right to work check (Home Office May 2015)	Retained in member of staff's HR file.	

Operational Staff Management

Description	Statutory provisions	Retention period	Action at end of retention period
Staff HR file	Yes – Limitation Act 1980 (Section 2)	DOB + 75 years	Secure disposal
Annual performance management/appraisals	--	DOB + 75 years	Secure disposal

Management of disciplinary and grievance processes

Description	Statutory provisions	Retention period	Action at end of retention period
Allegation of a child protection nature against a member of staff including where the allegation is unfounded	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 longer then review. NB if allegations found to be malicious, should be removed from the HR files. If allegations proven, they are to be kept on file and a copy provided to the person concerned.	Secure disposal after first shredding
Disciplinary proceedings	Yes – Data Protection		
- Oral warning		Date of warning + 6 months	
- Written warning – level 1		Date of warning + 6 months	Secure disposal [if warnings placed on HR file, must be removed and disposed]
- Written warning – level 2		Date of warning + 12 months	
- Final warning		Date of warning + 18 months	
- Case not found		See above if incident is child protection related, otherwise dispose of at conclusion of case	Secure disposal

Payroll

Description	Statutory provisions	Retention period	Action at end of retention period
Monthly payroll	--	Current year + 6 years	Secure disposal
Pay claims	--	Current year + 6 years	Secure disposal

Health and Safety

Description	Statutory provisions	Retention period	Action at end of retention period
Health and Safety Statements	--	Life of policy + 3 years	Standard disposal
Health and Safety Risk Assessments	--	Life of risk assessment + 3 years	Secure disposal

Records relating to accident/injury at work	--	Date of incident + 12 years. In case of serious accidents a further retention period will need to be applied	Secure disposal
Accident reporting - Adults - Children	Social Security (Claims and Payments) regulations 1979 regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980	Date of incident + 6 years DOB of child + 25 years	Secure disposal Secure disposal
Control of substances hazardous to Health (COSHH)	Control of Substances Hazardous Regulations 2002.SI 2002 no 2677 Regulation 11	Current year + 40 years	Secure disposal
Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19	Last action + 40 years	Secure disposal
Process of monitoring of areas where employees and persons are likely to have become in contact with radiation	--	Last action + 50 years	Secure disposal
Fire precautions log book	--	Current year + 6 years	Secure disposal
Record of administering medication and permission forms	--	1 month after completion of course of medication	Secure disposal

2. FINANCIAL MANAGEMENT OF THE SCHOOL

Risk Management and Insurance

Description	Statutory provisions	Retention period	Action at end of retention period
Employer's Liability Insurance certificate	--	Closure of the school + 40 years	Secure disposal

Asset Management

Description	Statutory provisions	Retention period	Action at end of retention period
Inventories of furniture and equipment	--	Current year + 6 years	Secure disposal
Burglary, theft and vandalism report forms	--	Current year + 6 years	Secure disposal

Accounts and Statements including Budget Management

Description	Statutory provisions	Retention period	Action at end of retention period
Annual accounts and budget papers	--	Current year + 6 years	Secure disposal
Invoices, receipts, order books and requisitions, delivery notices	--	Current year + 6 years	Secure disposal
All records relating to the creation and management of budgets including annual budget statement and background papers	--	Life of budget + 6 years	Secure disposal
Records relating to the collection and banking of monies	--	Current financial year + 6 years	Secure disposal
Records relating to the identification and collection of debt	--	Current financial year + 6 years	Secure disposal
Records (including personal data) on electronic STAR Accounts accounting system	--	Current financial year + 6 years	Secure disposal

Contract Management

Description	Statutory provisions	Retention period	Action at end of retention period
All records relating to the management of contracts under seal	Yes - Limitation Act 1980	Last payment on contract + 12 years	Secure disposal
All records relating to the management of contracts under signature	Yes – Limitation Act 1980	Last payment on contract + 6 years	Secure disposal
Records relating to the monitoring of contracts	--	Current year + 2 years	Secure disposal

School Meals Management

Description	Statutory provisions	Retention period	Action at end of retention period
Free School Meals Register	Yes – Data Protection	Current year + 6 years	Secure disposal
School Meals Register	Yes – Data Protection	Current year + 3 years	Secure disposal
School Meals summary sheets	--	Current year + 3 years	Secure disposal

4. PROPERTY MANAGEMENT

Property Management

Description	Statutory provisions	Retention period	Action at end of retention period
Title deeds of properties belonging to the school	--	PERMANENT	
Plans of property belong to the school	--	Retain whilst the building belongs to the school and should be passed onto any new owners if building leased or sold	
Leases of property leased by or to the school	--	Expiry of lease + 6 years	Secure disposal
Records relating to the letting of school premises	--	Current financial year + 6 years	Secure disposal

Maintenance

Description	Statutory provisions	Retention period	Action at end of retention period
All records relating to the maintenance of the school carried out by contractors	--	Current year + 6 years	Secure disposal
All records relating to the maintenance of the school carried out by school employees including maintenance loyears g books	--	Current year + 6	Secure disposal

5. PUPIL MANAGEMENT

Pupil's Educational Record

Description	Statutory provisions	Retention period	Action at end of retention period
<p>Pupil Educational Record required by the Education (Pupil Information) (England) Regulations 2005</p> <p>Primary</p>	<p>Yes - The Education (Pupil Information) (England) Regulations 2005 SI 2005 No 1437 and Data Protection</p>	<p>Retain whilst child remains at the primary school (paper files).</p> <p>Retain 5 years after child leaves school, then aggregated summaries so individual pupils not identifiable (electronic files)</p>	<p>The file should follow pupil when they leave. This will include:</p> <ul style="list-style-type: none"> • To another primary school • To a secondary school • To a pupil referral unit • If the pupil dies whilst at primary school, the file should be returned to the local authority to be retained for the statutory retention period. • If pupil transfers to an independent school or home schooling or leaves the country, the file should be returned to the local authority to be retained for the statutory retention period.
<p>Secondary</p>	<p>Yes - Limitation Act 1980 (Section 2) and Data Protection</p>	<p>Date of Birth of pupil + 25 years</p>	<p>Secure disposal</p>
<p>Examination/Assessment results</p>	<p>--</p>	<p>Information should be added to the pupil file</p>	
<p>Child Protection information</p>	<p>Yes - Keeping children safe in education statutory guidance for schools and colleges March 2015. Working together to safeguard children – a guide to inter-agency</p>	<p>Any records relating to child protection issues should be stored separately in a secure place with limited access to only DSLs and retained for the same period of time as the pupil file.</p>	<p>Same as Pupil Educational Record</p>

	working to safeguard and promote the welfare of children March 2015 and Data Protection		
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Attendance

Description	Statutory provisions	Retention period	Action at end of retention period
Attendance Registers	Yes - School attendance: departmental advice for maintained schools, academics, independent schools and local authorities. October 2014 and Data Protection	Every entry in attendance register must be preserved for a period 5 years after the date pupil left school	Secure disposal
Correspondence relating to authorised and unauthorised absence	Yes - Education Act 1996 Section 7 and Data Protection	Current academic year + 6 years	Secure disposal

Special Educational Needs

Description	Statutory provisions	Retention period	Action at end of retention period
Special educational needs files, reviews and individual Education Plans	Yes - Limitation Act 1980 (Section 2) and Data Protection	Retain whilst child at school	Same as Pupil Educational Record
Statement of Educational Needs/Education Care Health Plan	Yes – Children and Families Act 2014 and Data Protection	Retain whilst child at school	Same as Pupil Educational Record
Advice and information provided to parents regarding educational needs	Yes – Children and Families Act 2014 and Data Protection	Retain whilst child at school	Same as Pupil Educational Record
Accessibility strategy	Yes – Children and Families Act 2014, Equality Act 2010, Data Protection	Retain whilst child at school	Same as Pupil Educational Record

Statistics and Management Information

Description	Statutory provisions	Retention period	Action at end of retention period
Curriculum returns	--	Current year + 3 years	Secure disposal
Examination/Assessment results (schools copy)	Yes – Data Protection	Current year + 6 years	Secure disposal
SATS records	Yes – Data Protection	Results should be recorded on pupil's educational record. A composite record of whole year SATS results could be kept for current year + 6 years	Secure disposal
Published Admission Number (PAN) reports	--	Current year + 6 years	Secure disposal
Value Added and contextual data	Yes – Data Protection	Current year + 6 years	Secure disposal
Self evaluation forms	Yes – Data Protection	Current year + 6 years	Secure disposal

Implementation of Curriculum

Description	Statutory provisions	Retention period	Action at end of retention period
Schemes of Work	--	Current year + 1 year	Standard disposal
Timetable	--	Current year + 1 year	Standard disposal
Class record books	Yes – Data Protection	Current year + 1 year	Secure disposal
Mark books	Yes – Data Protection	Current year + 1 year	Secure disposal
Record of homework set	--	Current year + 1 year	Standard disposal
Pupils' work	Yes – Data Protection	Returned to pupil at end of academic year. If retained by school – current year + 1 year	Secure disposal
Online assessment tools	--	Retain whilst pupil remains at school.	Secure disposal by online 3 rd party

7. EXTRA CURRICULUM ACTIVITES

Educational visits outside the classroom

Description	Statutory provisions	Retention period	Action at end of retention period
Records created by schools to obtain approval to run an Educational Visit outside the classroom	Yes – Outdoor Education Advisers’ Panel National Guidance Section 3 – Legal Framework and employer Systems and Section 4 – Good Practice and Data Protection	Date of visit + 14 years	Secure disposal
Personal data of individual pupils, staff and adults volunteers held on Evolve, the online educational visits risk assessment tool	Yes – Data Protection	When pupil or member of staff leave and when adult volunteer no longer volunteers for the school	Delete from website
Parental consent for school trips where there has been no major incident	Yes – Outdoor Education Advisers’ Panel National Guidance Section 3 – Legal Framework and employer Systems and Section 4 – Good Practice	Conclusion of trip	Secure disposal
Parental consent for school trip where there has been a major incident	Limitation Act 1980 (Section 2)	Date of Birth of pupil(s) involved + 25 years. Consent forms for all pupils on the trip need to be retained to show that the rules had been followed for all pupils.	Secure disposal
Images of pupils	The ICO advises that photos can be retained as long as they are anonymous	Images of individual pupils retained whilst pupil at school. Images of pupil groups (ie 2 or more pupils) can be retained for historical purposes although it is good practice to review and discard on a regular basis (ie annually).	

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Online providers

Description	Statutory provisions	Retention period	Action at end of retention period
Online school/parent communication	Yes – Data Protection	Disposal immediately when pupil leaves school or on expiry of subscription whichever is the sooner	Secure disposal by online provider
Online learning resources, including but not exhaustive: <ul style="list-style-type: none"> • Reading Cloud (online library management tool) • The PixL Club • Sumdog maths learning tool • Times Table Rock Stars maths learning tool 	Yes – Data Protection	Retain until child leaves the school and in any event dispose immediately on expiry of subscription.	Secure disposal by online provider
Tapestry online learning journal	Yes – Data Protection	Retain until child enters Year 2 or leaves school	Secure disposal by online provider

Pastoral Officers, Family Liaison Officers and home School Liaison Officers

Description	Statutory provisions	Retention period	Action at end of retention period
Day record books	Yes – Data Protection	Current year + 2 years then review	Secure disposal
Reports from outside agencies – where the report has been included on the case file created by the outside agency	Yes – Data Protection	Retain whilst child at school	The file should follow the pupil to new school
Referral forms	Yes – Data Protection	Retain whilst child at school	The file should follow the pupil to new school
Contact data sheets	Yes – Data Protection	Current year, then review. If contact no longer active, then destroy	Secure disposal
Contact database entries	Yes – Data Protection	Current year, then review. If contact no longer active, then destroy	Secure disposal
Group registers	Yes – Data Protection	Current year + 2 years	Secure disposal

8. CENTRAL GOVERNMENT AND LOCAL AUTHORITY

Local Authority

Description	Statutory provisions	Retention period	Action at end of retention period
Secondary transfer sheets	Yes – Data Protection	Current year + 2 years	Secure disposal
Attendance returns	Yes – Data Protection	Current year + 1 year	Secure disposal

Central government

Description	Statutory provisions	Retention period	Action at end of retention period
OFSTED reports and papers	--	Life of report then review	Secure disposal
School Census Returns	--	Current year + 5 years	Secure disposal
Returns to central government	--	Current year + 6 years	Secure disposal

9. PERSONAL DATA IN EMAILS, SCHOOL WEBSITE AND SCHOOL'S NETWORK DRIVE

Description	Statutory provisions	Retention period	Action at end of retention period
Emails holding personal data	Yes – Data Protection Recommendation from school's DPO.	Deletion upon completion of their purpose, unless legal obligations dictate otherwise	Delete emails from individual mailboxes by individual members of staff
Images of pupils and staff	Yes – Data Protection. Recommendation from school's DPO	On request by staff member or parents.	Delete images from website
Personal data held on the school's network drive	Yes – Data Protection	Deletion upon completion of their purpose, unless legal obligations dictate otherwise	Delete data from school's network drive by individual members of staff

Drawn up by: School Office Manager

Approved by Governors: January 2019

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