2019

# Retention Policy

ST. JOHN'S C.E. PRIMARY SCHOOL
Version 3.1
Retention Guidelines – Summary of Contents

RECORDS MANAGEMENT SOCIETY OF GREAT BRITAIN

LOCAL GOVERNMENT GROUP

# RETENTION GUIDELINES FOR SCHOOLS

Version 3.1

This retention schedule contains recommended retention periods for the different record series created and maintained by schools in the course of their business. The schedule refers to all information regardless of the media in which it is stored.

Some of the retention periods are governed by statute. Others are guidelines following best practice. Every effort has been made to ensure that these retention periods are compliant with the requirements of the Data Protection Act 1998 and the Freedom of Information Act 2000.

Managing record series using these retention guidelines will be deemed to be "normal processing" under the legislation mentioned above. If record series are to be kept for longer or shorter periods than laid out in this document the reasons for this need to be documented.

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## 1 Child Protection

**These retention periods should be used in conjunction with the document "Safeguarding Children and Safer Recruitment in Education" which can be downloaded from www.everychildmatters.gov.uk.**

| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record | |
|---|---|---|---|---|---|---|
| 1.1 | Child Protection files | Yes | Education Act 2002, s175, related guidance "Safeguarding Children in Education", September 2004 | DOB + 25 years[1] | SHRED | Child Protection information must be copied and sent under separate cover to new school/college whilst the child is still under 18 (i.e. the information does not need to be sent to a university for example)<br>Where a child is removed from roll to be educated at home, the file should be copied to the Local Education Authority. |

[1] This amendment has been made in consultation with the Safeguarding Children Group.

| | | | | | | |
|---|---|---|---|---|---|---|
| 1.2 | Allegation of a child protection nature against a member of staff, including where the allegation is unfounded | Yes | Employment Practices Code: Supplementary Guidance 2.13.1 (Records of Disciplinary and Grievance)<br>Education Act 2002 guidance "Dealing with Allegations of Abuse against Teachers and Other Staff" November 2005 | Until the person's normal retirement age, or 10 years from the date of the allegation whichever is the longer | SHRED | The following is an extract from "Safeguarding Children and Safer Recruitment in Education" p60 "Record Keeping<br>5.10 It is important that a clear and comprehensive summary of any allegations made, details of how the allegation was followed up and resolved, and a note of any action taken and decisions reached, is kept on a person's confidential personnel file, and a copy provided to the person concerned. The purpose of the record is to enable accurate |
| **1 Child Protection**<br><br>**These retention periods should be used in conjunction with the document "Safeguarding Children and Safer Recruitment in Education" which can be downloaded from www.everychildmatters.gov.uk.** | | | | | | |
| | **Basic file description** | **Data Prot Issues** | **Statutory Provisions** | **Retention Period [operational]** | **Action at the end of the administrative life of the record** | |

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | | | | information to be given in response to any future request for a reference if the person has moved on. It will provide clarification in cases where a future CRB Disclosure reveals information from the police about an allegation that did not result in a criminal conviction. And it will help to prevent unnecessary reinvestigation if, as sometimes happens, an allegation re-surfaces after a period of time. The record should be retained at least until the person has reached normal retirement age or for a period of 10 years from the date of the allegation if that is longer." |

**2 Governors**

| | **Basic file description** | **Data Prot Issues** | **Statutory Provisions** | **Retention Period [operational]** | **Action at the end of the administrative life of the record** | |
|---|---|---|---|---|---|---|
| 2.1 | Minutes | | | | | |
| | • *Principal set (signed)* | No | | Permanent | Retain in school for 6 years from date of meeting | Transfer to Archives |
| | • *Inspection copies* | No | | Date of meeting + 3 years | SHRED<br>[If these minutes contain any sensitive personal information they should be shredded] | |
| 2.2 | Agendas | No | | Date of meeting | SHRED | |

| | | | | | | |
|---|---|---|---|---|---|---|
| 2.3 | Reports | No | | Date of report + 6 years | Retain in school for 6 years from date of meeting | Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation] |
| 2.4 | Annual Parents' meeting papers | No | | Date of meeting + 6 years | Retain in school for 6 years from date of meeting | Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation] |
| 2.5 | Instruments of Government | No | | Permanent | Retain in school whilst school is open | Transfer to Archives when the school has closed |
| 2.6 | Trusts and Endowments | No | | Permanent | Retain in school whilst operationally required | Transfer to Archives |
| 2.7 | Action Plans | No | | Date of action plan + 3 years | SHRED | It may be appropriate to offer to the Archives for a sample to |
| **2 Governors** | | | | | | |
| | **Basic file description** | **Data Prot Issues** | **Statutory Provisions** | **Retention Period [operational]** | **Action at the end of the administrative life of the record** | |
| | | | | | | be taken if the school has been through a difficult period |
| 2.8 | Policy documents | No | | Expiry of policy | Retain in school whilst policy is operational (this includes if the expired policy is part of a past decision making process) | Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation] |

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|---|---|---|---|---|---|---|
| 2.9 | Complaints files | Yes | | Date of resolution of complaint + 6 years | Retain in school for the first six years<br>Review for further retention in the case of contentious disputes<br>SHRED routine complaints | |
| 2.10 | Annual Reports required by the Department for Education and Skills | No | | Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002.SI 2002 No 1171 | Date of report + 10 years | Transfer to Archives<br>[The appropriate archivist will then take a sample for permanent preservation] |
| 2.11 | Proposals for schools to become, or be established as Specialist Status schools | No | | | Current year + 3 years | Transfer to Archives<br>[The appropriate archivist will then take a sample for permanent preservation] |

| **3 Management** | | | | | | |
|---|---|---|---|---|---|---|
| | **Basic file description** | **Data Prot Issues** | **Statutory Provisions** | **Retention Period [operational]** | **Action at the end of the administrative life of the record** | |
| 3.1 | Log Books | Yes[2] | | Date of last entry in the book + 6 years | Retain in the school for 6 years from the date of the last entry. | Transfer to the Archives |

[2] From January 1st 2005 subject access is permitted into unstructured filing systems and log books and other records created within the school containing details about the activities of individual pupils and members of staff will become subject to the Data Protection Act 1998.

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|---|---|---|---|---|---|---|
| 3.2 | Minutes of the Senior Management Team and other internal administrative bodies | Yes[1] | | Date of meeting + 5 years | Retain in the school for 5 years from meeting | Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation] |
| 3.3 | Reports made by the head teacher or the management team | Yes[1] | | Date of report + 3 years | Retain in the school for 3 years from meeting | Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation] |
| 3.4 | Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities | Yes[1] | | Closure of file + 6 years | SHRED | |
| **3** | **Management** | | | | | |
| | **Basic file description** | **Data Prot Issues** | **Statutory Provisions** | **Retention Period [operational]** | **Action at the end of the administrative life of the record** | |
| 3.5 | Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities | No | | Date of correspondence + 3 years | SHRED | |
| 3.6 | Professional development plans | Yes | | Closure + 6 years | SHRED | |
| 3.7 | School development plans | No | | Closure + 6 years | Review | Offer to the Archives |
| 3.8 | Admissions – if the admission is successful | Yes | | Admission + 1 year | SHRED | |

| | | | | | | |
|---|---|---|---|---|---|---|
| 3.9 | Admissions – if the appeal is unsuccessful | Yes | | Resolution of case + 1 year | SHRED | |
| 3.10 | Admissions – Secondary Schools – Casual | Yes | | Current year + 1 year | SHRED | |
| 3.11 | Proofs of address supplied by parents as part of the admissions process | Yes | | Current year + 1 year | SHRED | |

| **4** | **Pupils** | | | | | |
|---|---|---|---|---|---|---|
| | **Basic file description** | **Data Prot Issues** | **Statutory Provisions** | **Retention Period [operational]** | **Action at the end of the administrative life of the record** | |

| **4** | **Pupils** | | | | | |
|---|---|---|---|---|---|---|
| | **Basic file description** | **Data Prot Issues** | **Statutory Provisions** | **Retention Period [operational]** | **Action at the end of the administrative life of the record** | |
| 4.1 | Admission Registers | Yes | | Date of last entry in the book (or file) + 6 years | Retain in the school for 6 years from the date of the last entry. | Transfer to the Archives |

| | | | | | | |
|---|---|---|---|---|---|---|
| 4.2 | Attendance registers | Yes | | Date of register + 3 years | SHRED<br>[If these records are retained electronically any back up copies should be destroyed at the same time] | |
| 4.3 | Pupil record cards | Yes | | | | |
| 4.3a | • *Primary* | | | Retain for the time which the pupil remains at the primary school | Transfer to the secondary school (or other primary school) when the child leaves the school. In the case of exclusion it may be appropriate to transfer the record to the Behaviour Service | |
| 4.3b | • *Secondary* | | Limitation Act 1980 | DOB of the pupil + 25 years[3] | SHRED | |
| 4.4 | Pupil files | Yes | | | | |

| **4** | **Pupils** | | | | |
|---|---|---|---|---|---|
| | **Basic file description** | **Data Prot Issues** | **Statutory Provisions** | **Retention Period [operational]** | **Action at the end of the administrative life of the record** |

[3] In the case of exclusion it may be appropriate to transfer the record to the Behaviour Service

| | | | | | | |
|---|---|---|---|---|---|---|
| 4.4a | • *Primary* | | | Retain for the time which the pupil remains at the primary school | Transfer to the secondary school (or other primary school) when the child leaves the school. In the case of exclusion it may be appropriate to transfer the record to the Behaviour Service | |
| 4.4b | • *Secondary* | | Limitation Act 1980 | DOB of the pupil + 25 years[4] | SHRED | |

| **4** | **Pupils** | | | | |
|---|---|---|---|---|---|
| | **Basic file description** | **Data Prot Issues** | **Statutory Provisions** | **Retention Period [operational]** | **Action at the end of the administrative life of the record** |

[4] As above

| | | | | | | |
|---|---|---|---|---|---|---|
| 4.5 | Special Educational Needs files, reviews and Individual Education Plans | Yes | | DOB of the pupil + 25 years the review<br><br>NOTE: This retention period is the minimum period that any pupil file should be kept. Some authorities choose to keep SEN files for a longer period of time to defend themselves in a "failure to provide a sufficient education" case. There is an element of business risk analysis involved in any decision to keep the records longer than the minimum retention period. | SHRED | |
| 4.6 | Letters authorising absence | No | | Date of absence + 2 years | SHRED | |
| 4.7 | Absence books | | | Current year + 6 years | SHRED | |
| 4.8 | Examination results | Yes | | | | |

| **4** | **Pupils** | | | | |
|---|---|---|---|---|---|
| | **Basic file description** | **Data Prot Issues** | **Statutory Provisions** | **Retention Period [operational]** | **Action at the end of the administrative life of the record** |

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|---|---|---|---|---|---|---|
| 4.8a | • *Public* | No | | Year of examinations + 6 years | SHRED | Any certificates left unclaimed should be returned to the appropriate Examination Board |
| 4.8b | • *Internal examination results* | Yes | | Current year + 5 years[5] | SHRED | |
| 4.9 | Any other records created in the course of contact with pupils | Yes/No | | Current year + 3 years | Review at the end of 3 years and either allocate a further retention period or SHRED | |
| 4.10 | Statement maintained under The Education Act 1996 - Section 324 | Yes | Special Educational Needs and Disability Act 2001 Section 1 | DOB + 30 years | SHRED unless legal action is pending | |

| **4** | **Pupils** | | | | |
|---|---|---|---|---|---|
| | **Basic file description** | **Data Prot Issues** | **Statutory Provisions** | **Retention Period [operational]** | **Action at the end of the administrative life of the record** |

[5] If these records are retained on the pupil file or in their National Record of Achievement they need only be kept for as long as operationally necessary.

| | | | | | | |
|---|---|---|---|---|---|---|
| 4.11 | Proposed statement or amended statement | Yes | Special Educational Needs and Disability Act 2001 Section 1 | DOB + 30 years | SHRED unless legal action is pending | |
| 4.12 | Advice and information to parents regarding educational needs | Yes | Special Educational Needs and Disability Act 2001 Section 2 | Closure + 12 years | SHRED unless legal action is pending | |
| 4.13 | Accessibility Strategy | Yes | Special Educational Needs and Disability Act 2001 Section 14 | Closure + 12 years | SHRED unless legal action is pending | |
| 4.14 | Children's SEN Files | Yes | | DOB of pupil + 25 years then review – it may be appropriate to add an additional retention period in certain cases | SHRED unless legal action is pending | |
| 4.15 | Parental permission slips for school trips – where there has been no major incident | Yes | | Conclusion of the trip | SHRED | |

| | |
|---|---|
| **4** | **Pupils** |

| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record | |
|---|---|---|---|---|---|---|
| 4.16 | Parental permission slips for school trips – where there has been a major incident | Yes | Limitation Act 1980 | DOB of the pupil involved in the incident + 25 years<br>The permission slips for all pupils on the trip need to be retained to show that the rules had been followed for all pupils | SHRED | |
| 4.17 | Records created by schools to obtain approval to run an Educational Visit outside the Classroom - Primary Schools | N | 3 part supplement to the Health & Safety of Pupils on Educational Visits (HASPEV) (1998). | Date of visit + 14 years[6] | N | SHRED or delete securely |
| 4.18 | Records created by schools to obtain approval to run an Educational Visit outside the Classroom - Secondary Schools | N | 3 part supplement to the Health & Safety of Pupils on Educational Visits (HASPEV) (1998). | Date of visit + 10 years[7] | N | SHRED or delete securely |
| **4** | **Pupils** | | | | | |

[6] This retention period has been set in agreement with the Safeguarding Children's Officer

| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record | |
|---|---|---|---|---|---|---|
| 4.19 | Walking Bus registers | Yes | | Date of register + 3 years<br><br>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 | SHRED<br>[If these records are retained electronically any back up copies should be destroyed at the same time] | |

**5 Curriculum**

| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
|---|---|---|---|---|---|
| 5.1 | Curriculum development | No | | Current year + 6 years | SHRED |
| 5.2 | Curriculum returns | No | | Current year + 3 years | SHRED |
| 5.3 | School syllabus | No | | Current year + 1 year | It may be appropriate to review these records at the end of each year and allocate a new retention period or SHRED |

**5 Curriculum**

| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
|---|---|---|---|---|---|
| 5.4 | Schemes of work | No | | Current year + 1 year | It may be appropriate to review these records at the end of each year and allocate a new retention period or SHRED |
| 5.5 | Timetable | No | | Current year + 1 year | It may be appropriate to review these records at the end of each year and allocate a new retention period or SHRED |
| 5.6 | Class record books | No | | Current year + 1 year | It may be appropriate to review these records at the end of each year and allocate a new retention period or SHRED |
| 5.7 | Mark Books | No | | Current year + 1 year | It may be appropriate to review these records at the end of each year and allocate a new retention period or SHRED |
| 5.8 | Record of homework set | No | | Current year + 1 year | It may be appropriate to review these records at the end of each year and allocate a new retention period or SHRED |
| 5.9 | Pupils' work | No | | Current year + 1 year | It may be appropriate to review these records at the end of each year and allocate a new retention period or SHRED |
| 5.10 | Examination results | Yes | | Current year + 6 years | SHRED |
| 5.11 | SATS records | Yes | | Current year + 6 years | SHRED |
| 5.12 | PAN reports | Yes | | Current year + 6 years | SHRED |
| 5.13 | Value added records | Yes | | Current year + 6 years | SHRED |

| **6** | **Personnel Records held in Schools** |
|---|---|

| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
|---|---|---|---|---|---|
| 6.1 | Timesheets, sick pay | Yes | Financial Regulations | Current year + 6 years | SHRED |
| 6.2 | Staff Personal files | Yes | | Termination + 7 years | SHRED |
| 6.3 | Interview notes and recruitment records | Yes | | Date of interview + 6 months | SHRED |
| 6.4 | Pre-employment vetting information (including CRB checks) | No | CRB guidelines | Date of check + 6 months | SHRED [by the designated member of staff] |
| 6.5 | Disciplinary proceedings: | Yes | **Where the warning relates to child protection issues see 1.2. If the disciplinary proceedings relate to a child protection matter please contact your safeguarding children officer for further advice.** | | |
| 6.5a | • *oral warning* | | | Date of warning + 6 months | SHRED[7] |
| 6.5b | • *written warning – level one* | | | Date of warning + 6 months | SHRED |
| 6.5c | • *written warning – level two* | | | Date of warning + 12 months | SHRED |
| 6.5d | • *final warning* | | | Date of warning + 18 months | SHRED |
| 6.5e | • *case not found* | | | If child protection related please see 1.2 otherwise shred immediately at the conclusion of the case | SHRED |
| **6** | **Personnel Records held in Schools** | | | | |

[7] If this is placed on a personal file it must be weeded from the file.

| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
|---|---|---|---|---|---|
| 6.6 | Records relating to accident/injury at work | Yes | | Date of incident + 12 years<br>In the case of serious accidents a further retention period will need to be applied | SHRED |
| 6.7 | Annual appraisal/assessment records | No | | Current year + 5 years | SHRED |
| 6.8 | Salary cards | Yes | | Last date of employment + 85 years | SHRED |
| 6.9 | Maternity pay records | Yes | Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960), revised 1999 (SI 1999/567) | Current year, +3yrs | SHRED |
| 6.10 | Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995 | Yes | | Current year + 6 years | SHRED |
| 6.11 | Proofs of identity collected as part of the process of checking "portable" enhanced CRB 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. | |

| | |
|---|---|
| **7** | **Health and Safety** |

| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
|---|---|---|---|---|---|
| 7.1 | Accessibility Plans | | Disability Discrimination Act | Current year + 6 years | SHRED |
| 7.2 | Accident Reporting | | Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980 | | |
| 7.2a | • *Adults* | Yes | | Date of incident + 7 years | SHRED |
| 7.2b | • *Children* | Yes | | DOB of child + 25 years[8] | SHRED |
| 7.3 | COSHH | | | Current year + 10 years [where appropriate an additional retention period may be allocated] | SHRED |
| 7.4 | Incident reports | Yes | | Current year + 20 years | SHRED |
| 7.5 | Policy Statements | | | Date of expiry + 1 year | SHRED |
| 7.6 | Risk Assessments | | | Current year + 3 years | SHRED |
| 7.7 | Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos | | | Last action + 40 years | SHRED |

[8] A child may make a claim for negligence for 7 years from their 18th birthday. To ensure that all records are kept until the pupil reaches the age of 25 this retention period has been applied.

| 7 | Health and Safety | | | | |
|---|---|---|---|---|---|
| | **Basic file description** | **Data Prot Issues** | **Statutory Provisions** | **Retention Period [operational]** | **Action at the end of the administrative life of the record** |
| 7.8 | Process of monitoring of areas where employees and persons are likely to have come in contact with radiation | | | Last action + 50 years | SHRED |
| 7.9 | Fire Precautions log books | | | Current year + 6 years | SHRED |

| 8 | Administrative | | | | | |
|---|---|---|---|---|---|---|
| | **Basic file description** | **Data Prot Issues** | **Statutory Provisions** | **Retention Period [operational]** | **Action at the end of the administrative life of the record** | |
| 8.1 | Employer's Liability certificate | | | Closure of the school + 40 years | SHRED | |
| 8.2 | Inventories of equipment and furniture | | | Current year + 6 years | SHRED | |
| 8.3 | General file series | | | Current year + 5 years | Review to see whether a further retention period is required | Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation] |

| | | | | | | |
|---|---|---|---|---|---|---|
| 8.4 | School brochure or prospectus | | | Current year + 3 years | | Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation] |
| **8 Administrative** | | | | | | |
| | **Basic file description** | **Data Prot Issues** | **Statutory Provisions** | **Retention Period [operational]** | **Action at the end of the administrative life of the record** | |
| 8.5 | Circulars (staff/parents/pupils) | | | Current year + 1 year | SHRED | |
| 8.6 | Newsletters, ephemera | | | Current year + 1 year | Review to see whether a further retention period is required | Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation] |
| 8.7 | Visitors book | | | Current year + 2 years | Review to see whether a further retention period is required | Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation] |
| 8.8 | PTA/Old Pupils Associations | | | Current year + 6 years | Review to see whether a further retention period is required | Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation] |

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|---|
| **9 Finance** |

| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record | |
|---|---|---|---|---|---|---|
| 9.1 | Annual Accounts | | Financial Regulations | Current year + 6 years | | Offer to the Archives |
| 9.2 | Loans and grants | | Financial Regulations | Date of last payment on loan + 12 years | Review to see whether a further retention period is required | Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation] |
| 9.3 | Contracts | | | | | |
| 9.3a | • under seal | | | Contract completion date + 12 years | SHRED | |
| 9.3b | • under signature | | | Contract completion date + 6 years | SHRED | |
| 9.3c | • monitoring records | | | Current year + 2 years | SHRED | |
| 9.4 | Copy orders | | | Current year + 2 years | SHRED | |
| 9.5 | Budget reports, budget monitoring etc | | | Current year + 3 years | SHRED | |
| 9.6 | Invoice, receipts and other records covered by the Financial Regulations | | Financial Regulations | Current year + 6 years | SHRED | |
| 9.7 | Annual Budget and background papers | | | Current year + 6 years | SHRED | |

| **9 Finance** | | | | | | |
|---|---|---|---|---|---|---|
| | **Basic file description** | **Data Prot Issues** | **Statutory Provisions** | **Retention Period [operational]** | **Action at the end of the administrative life of the record** | |
| 9.8 | Order books and requisitions | | | Current year + 6 years | SHRED | |
| 9.9 | Delivery Documentation | | | Current year + 6 years | SHRED | |
| 9.10 | Debtors' Records | | Limitation Act 1980 | Current year + 6 years | SHRED | |
| 9.11 | School Fund – Cheque books | | | Current year + 3 years | SHRED | |
| 9.12 | School Fund – Paying in books | | | Current year + 6 years then review | SHRED | |
| 9.13 | School Fund – Ledger | | | Current year + 6 years then review | SHRED | |
| 9.14 | School Fund – Invoices | | | Current year + 6 years then review | SHRED | |
| 9.15 | School Fund – Receipts | | | Current year + 6 years | SHRED | |
| 9.16 | School Fund – Bank statements | | | Current year + 6 years then review | SHRED | |
| 9.17 | School Fund – School Journey books | | | Current year + 6 years then review | SHRED | |
| 9.18 | Applications for free school meals, travel, uniforms etc | | | Whilst child at school | SHRED | |

| 9 | Finance | | | | | |
|---|---|---|---|---|---|---|
| | **Basic file description** | **Data Prot Issues** | **Statutory Provisions** | **Retention Period [operational]** | **Action at the end of the administrative life of the record** | |
| 9.19 | Student grant applications | | | Current year + 3 years | SHRED | |
| 9.20 | Free school meals registers | Yes | Financial Regulations | Current year + 6 years | SHRED | |
| 9.21 | Petty cash books | | Financial Regulations | Current year + 6 years | SHRED | |

| 10 | Property | | | | | |
|---|---|---|---|---|---|---|
| | **Basic file description** | **Data Prot Issues** | **Statutory Provisions** | **Retention Period [operational]** | **Action at the end of the administrative life of the record** | |
| 10.1 | Title Deeds | | | Permanent | Permanent these should follow the property unless the property has been registered at the Land Registry | Offer to Archives if the deeds are no longer needed |
| 10.2 | Plans | | | Permanent | Retain in school whilst operational | Offer to Archives[9] |
| 10.3 | Maintenance and contractors | | Financial Regulations | Current year + 6 years | SHRED | |

[9] If the property has been sold for private housing then the archives service will embargo these records for an appropriate period of time to prevent them being used to plan or carry out a crime.

| | | | | | | |
|---|---|---|---|---|---|---|
| 10.4 | Leases | | | Expiry of lease + 6 years | SHRED | |
| **10** | **Property** | | | | | |
| | **Basic file description** | **Data Prot Issues** | **Statutory Provisions** | **Retention Period [operational]** | **Action at the end of the administrative life of the record** | |
| 10.5 | Lettings | | | Current year + 3 years | SHRED | |
| 10.6 | Burglary, theft and vandalism report forms | | | Current year + 6 years | SHRED | |
| 10.7 | Maintenance log books | | | Last entry + 10 years | SHRED | |
| 10.8 | Contractors' Reports | | | Current year + 6 years | SHRED | |

| | | | | | | |
|---|---|---|---|---|---|---|
| **11** | **Local Education Authority** | | | | | |
| | **Basic file description** | **Data Prot Issues** | **Statutory Provisions** | **Retention Period [operational]** | **Action at the end of the administrative life of the record** | |
| 11.1 | Secondary transfer sheets (Primary) | Yes | | Current year + 2 years | SHRED | |
| 11.2 | Attendance returns | Yes | | Current year + 1 year | SHRED | |

| | | | | | | |
|---|---|---|---|---|---|---|
| 11.3 | Circulars from LEA | | | Whilst required operationally | Review to see whether a further retention period is required | Transfer to Archives<br>[The appropriate archivist will then take a sample for permanent preservation] |

| **12** | **Department for Children, Schools and Families** | | | | | |
|---|---|---|---|---|---|---|
| | **Basic file description** | **Data Prot Issues** | **Statutory Provisions** | **Retention Period [operational]** | **Action at the end of the administrative life of the record** | |
| 12.1 | HMI reports | | | These do not need to be kept any longer | | Transfer to Archives<br>[The appropriate archivist will then take a sample for permanent preservation] |
| 12.2 | OFSTED reports and papers | | | Replace former report with any new inspection report | Review to see whether a further retention period is required | Transfer to Archives<br>[The appropriate archivist will then take a sample for permanent preservation] |
| 12.3 | Returns | | | Current year + 6 years | SHRED | |
| 12.4 | Circulars from Department for Children, Schools and Families | | | Whilst operationally required | Review to see whether a further retention period is required | Transfer to Archives<br>[The appropriate archivist will then take a sample for permanent preservation] |

| **13** | **Con exions** |
|---|---|

| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
|---|---|---|---|---|---|
| 13.1 | Service level agreements | | | Until superseded | SHRED |
| 13.2 | Work Experience agreement | | | DOB of child + 18 years | SHRED |

**14 Schools Meals**

| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
|---|---|---|---|---|---|
| 14.1 | Dinner Register | | | C + 3 years | SHRED |
| 14.2 | School Meals Summary Sheets | | | C + 3 years | SHRED |

**15 Family Liaison Officers and Parent Support Assistants**

| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Method of Disposal |
|---|---|---|---|---|---|
| 15.1 | Day Books | Y | | Current year + 2 years then review | SHRED |
| 15.2 | Reports for outside agencies – where the report has been included on the case file created by the outside agency | Y | | Whilst the child is attending the school then destroy | SHRED |
| 15.3 | Referral forms | Y | | While the referral is current then | SHRED |
| 15.4 | Contact data sheets | Y | | Current year then review, if contact is no longer active then destroy | SHRED |

| | | | | | |
|---|---|---|---|---|---|
| 15.5 | Contact database entries | Y | | Current year then review, if contact is no longer active then destroy | DELETE |
| 15.6 | Group Registers | Y | | Current year + 2 years | SHRED |

| **16 Early Years Provision** | | | | |
|---|---|---|---|---|
| **16.1 Records to be kept by Registered Persons - All Cases** | | | | |
| | **Basic file description** | **Data Prot Issues** | **Statutory Provisions** | **Retention Period [operational]** |
| 16.1.1 | The name, home address and date of birth of each child who is looked after on the premises | Y | | Closure of setting + 50 years<br>[These could be required to show whether or not an individual child attended the setting in a child protection investigation] |
| 16.1.2 | The name, home address and telephone number of a parent of each child who is looked after on the premises | Y | | If this information is kept in the same book or on the same form as in 16.1.1 then the same retention period should be used as in 16.1.1 If the information is stored separately, then destroy once the child has left the setting (unless the information is collected for anything other than emergency contact) |
| 16.1.3 | The name, address and telephone number of any person who will be looking after children on the premises | Y | | See 16.4.5 below |

| | | | | |
|---|---|---|---|---|
| **16 Early Years Provision** | | | | |
| **16.1 Records to be kept by Registered Persons - All Cases** | | | | |
| | **Basic file description** | **Data Prot Issues** | **Statutory Provisions** | **Retention Period [operational]** |
| 16.1.4 | A daily record of the names of children looked after on the premises, their hours of attendance and the names of the persons who looked after them | Y | The Day Care and Child Minding (National Standards) (England) Regulations 2003 | The regulations say that these records should be kept for 2 years (SI20031996 7(1b)). If these records are likely to be needed in a child protection setting (see 16.1.1 above) then the records should be retained for closure of setting + 50 years |
| 16.1.5 | A record of accidents occurring on the premises and incident books relating to other incidents | Y | The Day Care and Child Minding (National Standards) (England) Regulations 2003[10] | DOB of the child involved in the accident or the incident + 25 years<br>If an adult is injured then the accident book must be kept for 7 years from the date of the incident |
| 16.1.6 | A record of any medicinal product administered to any child on the premises, including the date and circumstances of its administration, by whom it was administered, including medicinal products which the child is permitted to administer to himself, together with a record of parent's consent | Y | The Day Care and Child Minding (National Standards) (England) Regulations | DOB of the child being given/taking the medicine + 25 years |

[10] The regulations say that these records should be kept for 2 years (SI20031996 7(1b)). The Statute of Limitations states that a minor may make a claim for 7 years from their eighteenth birthday, therefore the retention should be for the longer period.

| | | | | |
|---|---|---|---|---|
| | | | 2003[11] | |
| **16 Early Years Provision** | | | | |
| **16.1 Records to be kept by Registered Persons - All Cases** | | | | |
| | **Basic file description** | **Data Prot Issues** | **Statutory Provisions** | **Retention Period [operational]** |
| 16.1.7 | Records of transfer | Y | | One copy is to be given to the parents, one copy transferred to the Primary School where the child is going |
| 16.1.8 | Portfolio of work, observations and so on | Y | | To be sent home with the child |
| 16.1.9 | Birth certificates | Y | | Once the setting has had sight of the birth certificate and recorded the necessary information the original can be returned to the parents. There is no requirement to keep a copy of the birth certificate. |
| **16.2 Records to be kept by Registered Persons - Day Care** | | | | |

[11] The regulations say that these records should be kept for 2 years (SI20031996 7(1b)). The NHS records retention schedule states that any records relating to a child under the age of 18 should be retained until that child reaches the age of 25 years. Therefore, the retention should be DOB of the child being given/taking the medicine + 25 years

| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] |
|---|---|---|---|---|
| 16.2.1 | The name and address and telephone number of the registered person and every other person living or employed on the premises | Y | | See 16.4 below |
| 16.2.2 | A statement of the procedure to be followed in the event of a fire or accident | N | | Procedure superseded + 7 years |
| 16.2.3 | A statement of the procedure to be followed in the event of a child being lost or not collected | N | | Procedure superseded + 7 years |
| **16.2 Records to be kept by Registered Persons - Day Care** | | | | |
| | **Basic file description** | **Data Prot Issues** | **Statutory Provisions** | **Retention Period [operational]** |
| 16.2.4 | A statement of the procedure to be followed where a parent has a complaint about the service being provided by the registered person | N | | Until superseded |
| 16.2.4 | A statement of the arrangements in place for the protection of children, including arrangements to safeguard the children from abuse or neglect and procedures to be followed in the event of allegations of abuse or neglect | N | | Closure of setting + 50 years [These could be required to show whether or not an individual child attended the setting in a child protection investigation] |

| **16.3 Records to be kept by Registered Persons - Overnight provision – under 2's** |
|---|

| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] |
|---|---|---|---|---|
| 16.3.1 | Emergency contact details for appropriate adult to collect the child if necessary | Y | | Destroy once the child has left the setting (unless the information is collected for anything other than emergency contact) |
| 16.3.2 | Contract, signed by the parent, stating all the relevant details regarding the child and their care, including the name of the emergency contact and confirmation of their agreement to collect the child during the night | Y | | Date of birth of the child who is the subject of the contract + 25 years |

**16.4 Other Records - Administration**

| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] |
|---|---|---|---|---|
| | **Financial Records** | | | |
| 16.4.1 | Financial records – accounts, statements, invoices, petty cash etc | N | | Current year + 6 years |
| | **Insurance** | | | |
| 16.4.2 | Insurance policies – Employers Liability | N | Employers Liability Financial Regulations | The policies are kept for a minimum of 6 years and a maximum of 40 years depending on the type of policy |

| | | | | |
|---|---|---|---|---|
| 16.4.3 | Claims made against insurance policies – damage to property | Y | | Case concluded + 3 years |
| 16.4.4 | Claims made against insurance policies – personal injury | Y | | Case concluded + 6 years |
| | **Human Resources** | | | |
| 16.4.5 | Personal Files - records relating to an individual's employment history | Y[12] | | Termination + 6 years then review |

[12]

| For Data Protection purposes the following information should be kept on the file for the following periods : | |
|---|---|
| • all documentation on the personal file | Duration of employment |
| • pre-employment and vetting information | Start date + 6 months |
| • records relating to accident or injury at work | Minimum of 12 years |

**16.4 Other Records - Administration**

| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] |
|---|---|---|---|---|
| 16.4.6 | Pre-employment vetting information (including CRB checks) | N | CRB guidelines | Date of check + 6 months |

| | | | | |
|---|---|---|---|---|
| 16.4.7 | Staff training records – general | Y | | Current year + 2 years |
| 16.4.8 | Training (proof of completion such as certificates, awards, exam results) | Y | | Last action + 7 years |
| | **Premises and Health and Safety** | | | |
| 16.4.9 | Premises files (relating to maintenance) | N | | Cessation of use of building + 7 years then review |
| 16.4.10 | Risk Assessments | N | | Current year + 3 years |

| | |
|---|---|
| • annual appraisal/assessment records | Minimum of 5 years |
| • records relating to disciplinary matters (kept on personal files) | |
| ○ oral warning | 6 months |
| ○ first level warning | 6 months |
| ○ second level warning | 12 months |
| ○ final warning | 18 months |