Information Governance Support

Essex County Council

**Date Approved** June 19

**Version** 1

**Review Date** June2021

**RETENTION SCHEDULE**

The main categories of record held by the organisation and the associated approved retention arrangements

Table of Contents

Introduction ..........................................................................................................................................................................................5

Limitation of Scope...............................................................................................................................................................................5

Objectives of the Retention Guidelines ................................................................................................................................................5

Transfer of Records to a Record Office ................................................................................................................................................6

Destruction of Records.........................................................................................................................................................................6

General and Miscellaneous records .....................................................................................................................................................7

Reviewing the Schedule.......................................................................................................................................................................7

Explanation of Retention Guideline Headings ......................................................................................................................................8

The Schedule .....................................................................................................................................................................................10

1 Management of the School.......................................................................................................................................................10

1.1. Governing Body..............................................................................................................................................................10

1.2. Management...................................................................................................................................................................13

1.3. Admissions .....................................................................................................................................................................14

1.4. Operational Administration .............................................................................................................................................17

2 Human Resources.......................................................................................................................................................................18

2.1. Recruitment..........................................................................................................................................................................18

2.2. Staff Management................................................................................................................................................................20

2.3. Disciplinary & Grievance Process ........................................................................................................................................21

2.4. Health & Safety ....................................................................................................................................................................22

2.5. Payroll & Pensions ...............................................................................................................................................................24

3 Financial Management of the School...........................................................................................................................................25

3.1. Risk Management & Insurance ............................................................................................................................................25

3.2. Asset Management ..............................................................................................................................................................25

3.3. Accounts & Statements........................................................................................................................................................25

3.4. Contracts..............................................................................................................................................................................26

3.5. School Funds .......................................................................................................................................................................27

3.6. School Meals........................................................................................................................................................................27

4 Property Management .................................................................................................................................................................27

4.1. Property Management..........................................................................................................................................................27

4.2. Maintenance.........................................................................................................................................................................29

5 Pupil Management.......................................................................................................................................................................30

5.1. Educational Record..............................................................................................................................................................30

5.2. Attendance...........................................................................................................................................................................32

5.3. Special Educational Needs ..................................................................................................................................................33

5.4. Other Pupil Records.............................................................................................................................................................34

6 Curriculum Management .............................................................................................................................................................35

6.1. Statistics & Management Information...................................................................................................................................35

6.2. Implementation of Curriculum ..............................................................................................................................................36

7 Extra Curricular Activities.............................................................................................................................................................37

7.1. Educational Visits outside the Classroom ............................................................................................................................37

7.2. Walking Bus .........................................................................................................................................................................39

7.3. Family Liaison ......................................................................................................................................................................39

8 Central Government & Local Authority ........................................................................................................................................40

8.1. LEA ......................................................................................................................................................................................40

8.2. Central Government.............................................................................................................................................................40

9 Information Governance ..............................................................................................................................................................41

9.1. Information Governance.......................................................................................................................................................41

**Introduction**

The Ashdon Primary School Retention Schedule attempts to identify processes which our records support, rather than identifying individual types of records. This is for two reasons:

• To make the retention period apply to all records independent of any format, i.e. the same rules apply to a paper file, an e-mail or another electronic document

• To allow flexibility in developing the schedule to cover new processes and amend existing ones over time.

The Schedule is intended to cover the lifecycle of records and information from creation through to destruction or permanent preservation.

Records intended for destruction under the Schedule may be destroyed in accordance with the provisions of the Schedule. Backup copies stored on alternative media (server/microfilm/paper) should also be destroyed. This is vital to ensure compliance with the requirements of Data Protection law and Freedom of Information legislation.

Records for permanent preservation should be passed to the County’s Record Office or other approved place of deposit

**Limitation of Scope**

Very few types of records have specified time periods for retention in law or in official government guidance. Where such advice exists it is included in this Schedule. Where advice does not exist, it is up to us to decide how long we wish to retain records. This Schedule gathers together retention criteria from a comprehensive best practice review of a wide range of organisations across the country.

**Objectives of the Retention Guidelines**

The aims of the Guideline are to:

• Prevent the premature destruction of records that need to be retained for a specified period to satisfy legal, financial and other requirements of public administration

• Provide consistency for the destruction of those records not required permanently after specified periods in order to reduce the costs of unnecessary storage

• Promote improved Records Management practices within ECC which gives the public confidence that when information is destroyed it is done so according to well-considered rules.

• Assist in identifying records that may be worth preserving permanently as part of the authority’s archives

**Transfer of Records to a Record Office**

Records identified in this schedule as ‘permanent’ are marked ‘Offer to Archivist’. The Archivist may choose to select a sample of the records for permanent preservation in the County Archives; the remainder should be destroyed as specified in the Schedule. The sample may be random, selective or purposeful.

‘Offer to Archivist for review’ is used to indicate record classes where the Archivist will not usually be interested in retaining the class of records, but may wish to retain where there is a public interest in doing so.

Records no longer required for administrative use may still retain sensitive information. The Archivist should be informed of sensitivity at the time of transfer of the material to the archives, and an appropriate closure period agreed. The closure period should comply with Freedom of Information and Data Protection legislation and any internal policy.

Data Protection law provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely; provided specific requirements are met. It is the responsibility of the Archivist to ensure that further processing of personal data is lawful.

**Destruction of Records**

Whenever there is the possibility of litigation, the records and information that are likely to be affected should not

be amended or disposed of until the threat of litigation has been removed.

Records that are currently (or known to be in the future) the subject of a Freedom of Information, Data Protection, Environmental Information Regulations etc official request or appeal, must not be destroyed until that request or appeal has been completed. To knowingly destroy a record when it is subject to a request/ complaint is an offence.

**General and Miscellaneous records**

There are some records that do not need to be kept at all that staff may routinely destroy in the normal course of business. However, the retention schedule must still contain reference and instructions referring to them.

This usually applies to information that is duplicated, unimportant or only of short-term value. Unimportant records or information include:

• ‘With compliments’ slips

• Catalogues and trade journals

• Telephone message slips

• Non-acceptance of invitations

• Trivial email messages or notes that are not related to our business

• Requests for stock information such as maps, plans or advertising material

• Out-of-date distribution lists

• Working papers which lead to a final report

Duplicated and superseded material such as manuals, drafts, forms, address books and reference copies of annual reports may be destroyed under this rule. Electronic copies of documents where a hard copy has been printed and filed, and paper faxes after making and filing a photocopy, are also covered.

**Reviewing the Schedule**

The schedule will be regularly reviewed and updated to ensure that we are complying with the latest legal advice. These

changes will be reflected as soon as possible. Changes will be highlighted so that employees can keep track and modify their practices accordingly. The Schedule will be subject to the timetable for general review of all Information Governance policies.

**Explanation of Retention Guideline Headings**

**REF (Reference Number)**

Each identified function or entry has a unique reference number. This number can be applied to records when archiving to ensure that the correct retention period is applied.

**Title**

The Schedule provides a description of a process or an activity that the records support.

**Data Protection Issues**

Explains whether the records are likely to contain personal data.

**Statutory Provisions**

Details of any legislation, statutory instrument (SI) or other regulatory guidance which provide direction in how long a record should be retained

**Retention Period**

This field shows the length of time for which a record should be kept. This period (usually in years) can be applied from the date a record is created, when a record is closed or tied in to another specified activity such as a date of birth.

**Action to be taken**

This field details any action that should be taken once a retention period has expired, the level of secure destruction and will also specify whether a type of record should be transferred to the County Record Office for permanent preservation

**The Schedule**

.**Ref. Title Data Protection**

**Issues**

**1 Management of the School**

**Statutory**

**Provisions**

**Retention Period Action**

1.1. Governing Body

1.1.1 Agendas for Governing Body meetings

There may be data protection issues if the meeting is dealing with confidential issues relating to staff

One copy should be retained with the master set of minutes. All other copies can be disposed of

SECURE DISPOSAL

1.1.2a Minutes of Governing Body meetings: Principal Set (signed)

There may be data protection issues if the meeting is dealing with confidential issues relating to staff

PERMANENT If the school is unable to store these then they should be offered

to the County Archives

Service

1.1.2b Minutes of Governing Body meetings: Inspection Copies

No Date of meeting + 3 years If these minutes contain any sensitive, personal information they must be shredded

1.1.3 Reports presented to the Governing body

1.1.4 Meeting papers relating to the annual parents’ meeting held under section 33 of the Education Act 2002

There may be data protection issues if the report deals with confidential issues relating to staff

No Education Act

2002, Section 33

Reports should be kept for a minimum of 6 years. However, if the minutes refer directly to individual reports then the reports should be kept permanently

Date of the meeting + a minimum of 6 years

SECURE DISPOSAL or retain with the signed set of the minutes

SECURE DISPOSAL

1.1.5 Instruments of Government including Articles of Association

1.1.6 Trusts and Endowments managed by the Governing Body

1.1.7 Action plans created and administered by the Governing Body

No PERMANENT These should be retained in the school whilst the school is open and then offered to County Archives Service when the school closes.

No PERMANENT These should be retained in the school whilst the school is open and then offered to County Archives Service when the school closes.

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 policy + 3 years SECURE DISPOSAL

1.1.9 Records relating to 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 case of contentious disputes

SECURE DISPOSAL

1.1.10 Annual Reports created under

the requirements of the Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002

No Education (Governor's 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 and Academies

No Date proposal accepted or declined + 3 years

SECURE DISPOSAL

1.1.12 Governor File.

Information

which the school holds about a Governor including contact details, published details and consents for data use

1.2. Management

Yes Date of leaving the role + 1 year SECURE DISPOSAL

1.2.1 Log books of activity in the school maintained by the Head Teacher

1.2.2 Minutes of Senior Management Team meetings and the meetings of other internal administrative bodies

1.2.3 Reports created by the Head Teacher or the Management Team

1.2.4 Records created by head

There may be data protection issues if the log book refers to individual pupils or members of staff

There may be data protection issues if the minutes refers to individual pupils or members of staff

There may be data protection issues if the report refers to individual pupils or members of staff There may be data protection issues if

Date of last entry in the book + a minimum of 6 years then review

Date of the meeting + 3 years then review

Date of the report + a minimum of 3 years then review

Current academic year + 6 years then review

These could be of permanent historical value and should be offered to the County Archives Service if appropriate

SECURE DISPOSAL

SECURE DISPOSAL

SECURE DISPOSAL

teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities

1.2.5 Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities

the records refer to individual pupils or members of staff

There may be data protection issues if the correspondence refers to individual pupils or members of staff

Date of correspondence + 3 years then review

SECURE DISPOSAL

1.2.6 Professional Development Plans

1.2.7 School Development Plans

1.3. Admissions

Yes Life of the plan + 6 years SECURE DISPOSAL No Life of the plan + 3 years SECURE DISPOSAL

1.3.1 All records relating to the creation and implementation of the School

No School Admissions Code Statutory guidance for admission authorities, governing bodies,

Life of the policy + 3 years then review

SECURE DISPOSAL

Admissions’

Policy

1.3.2 Admissions – if the admission is successful

1.3.3 Admissions – if the appeal is unsuccessful

local authorities, schools adjudicators and admission appeals panels December

2014

Yes School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December

2014

Yes School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December

2014

Date of admission + 1 year SECURE DISPOSAL

Resolution of case + 1 year SECURE DISPOSAL

1.3.4 Register of

Admissions

Yes School attendance:

Every entry in the admission register must be preserved for a

REVIEW Schools may wish to consider

Departmental advice for maintained schools, academies, independent schools and local authorities October 2014

period of three years after the date on which the entry was made.3

keeping the admission register permanently as often schools receive enquiries from past pupils to confirm the dates they attended the school.

1.3.5 Admissions – Secondary Schools – Casual

Yes Current year + 1 year SECURE DISPOSAL

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, schools adjudicators and admission appeals panels December

2014

Current year + 1 year SECURE DISPOSAL

1.3.7a Supplementary Information form including additional information such as religion, medical conditions etc:

Yes This information should be added to the pupil file

SECURE DISPOSAL

For successful admissions

1.3.7b Supplementary Information form including additional information such as religion, medical conditions etc: For unsuccessful admissions

Yes Until appeals process completed

SECURE DISPOSAL

1.3.8 Photographs of parents/ guardians in order to verify identify for collecting children from school

Yes Associated with a Pupil Record SECURE DISPOSAL

1.4. Operational Administration

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 pupils

1.4.4 Newsletters and other items with a short operational use

No Current year + 1 year STANDARD DISPOSAL

No Current year + 1 year STANDARD DISPOSAL

1.4.5 Visitors’ Books and Signing in Sheets

1.4.6 Records relating to the creation and management of Parent

Teacher Associations and/or Old Pupils Associations

Yes Current year + 6 years then

REVIEW

No Current year + 6 years then

REVIEW

SECURE DISPOSAL SECURE DISPOSAL

**2 Human Resources**

2.1. Recruitment

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

2.1.3 All records leading up to the appointment of a new member of staff – successful candidate

Yes Date of appointment of successful candidate + 6 months

Yes All the relevant information should be added to the staff personal file (see below) and all other information retained for

SECURE DISPOSAL

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 Dept. of Education) 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

Yes An employer’s guide to right to work checks [Home Office May

2015]

Where possible these documents should be added to the Staff Personal File [see below], but if they are kept separately then the Home Office requires that the documents are kept for

termination of Employment plus not less than two years

SECURE DISPOSAL

2.1.7 Non-Disclosure Agreements (NDA) for non- contracted workers and volunteers

2.2. Staff Management

Yes No Review for destruction one year after the last date the individual worked on behalf of the school

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

Yes Current year + 5 years SECURE DISPOSAL

2.3. Disciplinary & Grievance Process

2.3.1 Allegation of a child protection nature against a member of staff including where the allegation is unfounded5

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 longer then REVIEW. Note allegations that are found to be malicious should be removed from personnel files. If found they are to be kept on the file and a copy provided to the person concerned

SECURE DISPOSAL These records must be shredded

2.3.2a Disciplinary Proceedings oral warning

2.3.2b Disciplinary Proceedings written warning – level 1

2.3.2c Disciplinary Proceedings written warning – level 2

Yes Date of warning6 + 6 months SECURE DISPOSAL [If warnings are placed on personal files then they must be weeded from the file]

Yes Date of warning + 6 months SECURE DISPOSAL [If warnings are placed on personal files then they must be weeded from the file]

Yes Date of warning + 12 months SECURE DISPOSAL [If warnings are placed on personal files then they must be weeded from the file]

2.3.2d Disciplinary Proceedings final warning

Yes Date of warning + 18 months SECURE DISPOSAL [If warnings are placed on personal files then they must be weeded from the file]

2.3.2e Disciplinary Proceedings case not found

2.4. Health & Safety

Yes If the incident is child protection related then see above otherwise dispose of at the conclusion of the case

SECURE DISPOSAL [If warnings are placed on personal files then they must be weeded from the file]

2.4.1 Health and Safety Policy Statements

No Life of policy + 3 years SECURE DISPOSAL

2.4.2 Health and Safety Risk Assessments

2.4.3 Records relating to accident/ injury at work

No Life of risk assessment + 3 years

Yes Date of incident + 12 years In the case of serious accidents a further retention period will need to be applied

SECURE DISPOSAL SECURE DISPOSAL

2.4.4a Accident

Reporting Adults

Yes Social Security (Claims and Payments) Regulations 1979

Regulation 25. Social Security Administration Act

1992 Section 8. Limitation Act

1980

Date of the incident + 6 years SECURE DISPOSAL

2.4.4b Accident Reporting Children

2.4.5 Control of Substances Hazardous to Health (COSHH)

2.4.6 Process of monitoring of areas where employees and persons are likely to have become

Yes Social Security (Claims and Payments) Regulations 1979

Regulation 25. Social Security Administration Act

1992 Section 8. Limitation Act

1981

No Control of Substances Hazardous to Health

Regulations 2002. SI 2002 No 2677

Regulation 11; Records kept under the 1994 and 1999

Regulations to be kept as if the 2002

Regulations had not been made. Regulation 18 (2)

No Control of Asbestos at Work Regulations 2012

SI 1012 No 632

Regulation 19

DOB of the child + 25 years SECURE DISPOSAL

Current year + 40 years SECURE DISPOSAL

Last action + 40 years SECURE DISPOSAL

in contact with asbestos

2.4.7 Process of monitoring of areas where employees and persons are likely to have become

in contact with radiation

2.4.8 Fire Precautions log books

2.5. Payroll & Pensions

No Last action + 50 years SECURE DISPOSAL

No Current year + 6 years SECURE DISPOSAL

2.5.1 Maternity pay records

2.5.2 Records held under Retirement Benefits

Schemes (Information Powers) Regulations 1995

Yes Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)

Yes Retirement Benefits Schemes (Information Powers) Regulations 1995

Current year + 3 years SECURE DISPOSAL

Current year + 6 years SECURE DISPOSAL

**3 Financial Management of the School**

3.1. Risk Management & Insurance

3.1.1 Employer’s Liability Insurance Certificate

3.2. Asset Management

No Closure of the school + 40 years

SECURE DISPOSAL

3.2.1 Inventories of furniture and equipment

3.2.2 Burglary, theft and vandalism report forms

No Current year + 6 years SECURE DISPOSAL No Current year + 6 years SECURE DISPOSAL

3.3. Accounts & Statements

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 on the loan + 12 years then REVIEW

SECURE DISPOSAL

3.3.3 Student Grant applications

3.3.4 All records relating to the creation and management of budgets including the Annual Budget

Yes Current year + 3 years SECURE DISPOSAL No Life of the budget + 3 years SECURE DISPOSAL

statement and background papers

3.3.5 Invoices, receipts, order books and requisitions, delivery notices

3.3.6 Records relating to the collection and banking of monies

3.3.7 Records relating to the identification and collection of debt

3.4. Contracts

No Current financial year + 6 years

No Current financial year + 6 years

No Current financial year + 6 years

SECURE DISPOSAL

SECURE DISPOSAL

SECURE DISPOSAL

3.4.1 All records relating to the management of contracts under seal

3.4.2 All records relating to the management of contracts under signature

No Limitation Act

1980 (Section 2)

No Limitation Act

1980 (Section 2)

Last payment on the contract + 12 years

Last payment on the contract + 6 years

SECURE DISPOSAL

SECURE DISPOSAL

3.4.3 Records relating to the monitoring of contracts

No Current year + 2 years SECURE DISPOSAL

3.5. School Funds

3.5.1 School Fund - Cheque books

3.5.2 School Fund - Paying in books

3.5.3 School Fund –

Ledger

3.5.4 School Fund –

Invoices

3.5.5 School Fund –

Receipts

3.5.6 School Fund - Bank statements

3.5.7 School Fund –

Journey Books

3.6. School Meals

3.6.1 Free School

Meals Registers

3.6.2 School Meals

Registers

3.6.3 School Meals

Summary Sheets

No Current year + 6 years SECURE DISPOSAL No Current year + 6 years SECURE DISPOSAL No Current year + 6 years SECURE DISPOSAL No Current year + 6 years SECURE DISPOSAL No Current year + 6 years SECURE DISPOSAL No Current year + 6 years SECURE DISPOSAL No Current year + 6 years SECURE DISPOSAL

Yes Current year + 6 years SECURE DISPOSAL Yes Current year + 3 years SECURE DISPOSAL No Current year + 3 years SECURE DISPOSAL

**4 Property Management**

4.1. Property Management

4.1.1 Title deeds of properties

No PERMANENT These should follow the property unless the property has been

belonging to the school

4.1.2 Plans of property belong to the school

No These should be retained whilst the building belongs to the school and should be passed onto any new owners if the building is leased or sold.

registered with the Land

Registry

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

4.1.5 CCTV Register.

List of CCTV cameras, locations and review outcomes.

4.1.6 CCTV Recordings: Routine automatic recording

4.1.7 CCTV Recordings for Investigations. Extracts from recordings to support investigations

No Current financial year + 6 years

No The year which for which the register is current + 1 year

Yes Recordings are overwritten after 30 days

Yes Retention depends on the type of investigation and who is the investigating body. If it for an external body, the recording can be deleted once a copy is transferred. If it is the organisation’s

SECURE DISPOSAL

SECURE DISPOSAL

4.1.8 CCTV access requests. Records of requests received for copies of CCTV recordings

4.2. Maintenance

investigation, then it should be retained for the same retention period as the investigation records

Yes Retain for the year to which they relate + 1 year

SECURE DISPOSAL

4.2.1 All records relating to the maintenance of the school carried out by contractors

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 SECURE DISPOSAL

No Current year + 6 years SECURE DISPOSAL

**5 Pupil Management**

5.1. Educational Record

5.1.1a Pupil’s Educational Record: Primary

Yes The Education (Pupil Information) (England) Regulations 2005

SI 2005 No. 1437

Retain whilst the child remains at the primary school

The file should follow the pupil when he/she leaves the primary school. This will include:

• to another primary school

• to a secondary school

• If the pupil dies whilst at primary school the file should be retained for the statutory retention period.

• to a pupil referral unit

If the pupil transfers to an independent school, transfers to home schooling or leaves the country the file should

be retained for the statutory retention period.

5.1.1b Pupil’s Educational Record: Secondary

Limitation Act

1980 (Section 2)

Date of Birth of the pupil + 25 years

SECURE DISPOSAL

5.1.2a Examination Results – Pupil Copies: Public

Yes This information should be added to the pupil file

All uncollected certificates should be

5.1.2b Examination Results – Pupil Copies: Internal

5.1.3 Child Protection information held on pupil file

5.1.4 Child protection information held in separate files

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”

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

This information should be added to the pupil file

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.

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

returned to the examination board.

SECURE DISPOSAL – these records MUST be shredded

SECURE DISPOSAL – these records MUST be shredded

promote the welfare of children March 2015”

5.1.5 Attainment Assessments & Predictions

5.1.6 Set/Stream/Abilit y Grouping Records

5.1.7 Photographs of pupils for Pupil Record

Yes E.g. ‘Target Tracker’ data.

Retain in line with the retention period for Child’s Pupil Record

Yes Retain in line with the retention period for Child’s Pupil Record

Yes Retain in line with the retention period for Child’s Pupil Record

SECURE DISPOSAL

SECURE DISPOSAL SECURE DISPOSAL

5.2. Attendance

5.2.1 Attendance

Registers

Yes School attendance: Departmental advice for maintained schools, academies, independent schools and local

Every entry in the attendance register must be preserved

for a period of three years after the date on which the entry was made.

SECURE DISPOSAL

5.2.2 Correspondence relating to authorized absence

5.3. Special Educational Needs

authorities

01/10/2014

Education Act

1996 Section 7

Current academic year + 2 years

SECURE DISPOSAL

5.3.1 Special Educational Needs files, reviews and Individual Education Plans

5.3.2 Statement maintained under section 234 of

the Education

Act 1990 and any amendments

Yes Limitation Act

1980 (Section 2)

Yes Education Act

1996 Special Educational Needs and Disability Act

2001 Section 1

Date of Birth of the pupil + 25 years

Date of birth of the pupil + 25 years [This would normally

be retained on the pupil file]

REVIEW NOTE: This retention period is the minimum retention period that any pupil file should be kept. Some authorities choose to keep SEN files for a longer period of time to defend themselves in a “failure to provide a sufficient education”

case. There is an element of business risk analysis involved in any decision to keep the records longer than the minimum retention period and this should be documented.

SECURE DISPOSAL unless the document is subject to a legal hold

made to the statement

5.3.3 Advice and information provided to parents regarding educational needs

Yes Special

Educational Needs and Disability Act

2001 Section 2

Date of birth of the pupil + 25 years [This would normally

be retained on the pupil file]

SECURE DISPOSAL unless the document is subject to a legal hold

5.3.4 Accessibility

Strategy

5.4. Other Pupil Records

Yes Special

Educational Needs and Disability Act

2001 Section 14

Date of birth of the pupil SECURE DISPOSAL unless the document is subject to a legal hold

5.4.1 School Library

Record

5.4.2 Photo Books/ Files

5.4.3 Incident Logs (Records relating to instances of behaviour breaching school rules, e.g. bullying, racism etc, and records of exclusions if not held on Pupil Record)

Yes Retain for one year after the child has left the school

Yes If held separately from the Pupil Record, retain in line with the Pupil Record’s retention period

Yes Retain in line with the Pupil Record’s retention period, i.e. retain for date of birth

+25 years of the youngest individual involved in an incident

SECURE DISPOSAL SECURE DISPOSAL

SECURE DISPOSAL

5.4.4 Medical Logs (Records of administering

first aid or agreed regular medication)

5.4.5 Emergency Parent/ Guardian Contact Lists

Yes If not added to the Pupil

Record, record in year

groups to support retention in line with the Pupil Record

Yes Record in year groups to support retention in line with the Pupil Record.

SECURE DISPOSAL

SECURE DISPOSAL

**6 Curriculum Management**

6.1. Statistics & Management Information

6.1.1 Curriculum returns

6.1.2a Examination Results (Schools Copy)

No Current year + 3 years SECURE DISPOSAL Yes Current year + 6 years SECURE DISPOSAL

6.1.2b SATS records –

Results

Yes The SATS results should be recorded on the pupil’s educational file and will therefore be retained until the pupil reaches the age of

25 years. The school may wish to keep a composite record of all the whole year SATs results. These could be kept for current year + 6 years to allow suitable comparison

SECURE DISPOSAL

6.1.2c SATS records – Examination Papers

Yes The examination papers should be kept until any appeals/validation process is complete

SECURE DISPOSAL

6.1.3 Published Admission Number (PAN) Reports

6.1.4 Value Added and

Contextual Data

6.1.5 Self-Evaluation

Forms

Yes Current year + 6 years SECURE DISPOSAL

Yes Current year + 6 years SECURE DISPOSAL Yes Current year + 6 years SECURE DISPOSAL

6.2. Implementation of Curriculum

6.2.1 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 further retention period or SECURE DISPOSAL

6.2.2 Timetable No 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

6.2.3 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 further retention period or SECURE DISPOSAL

6.2.4 Mark Books No 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’ Work No Where possible pupils’ work should be returned to the pupil at the end of the academic year if this is not the school’s policy then current year + 1 year

SECURE DISPOSAL

**7 Extra Curricular Activities**

7.1. Educational Visits outside the Classroom

7.1.1 Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Primary Schools

No [Outdoor Education](http://oeapng.info/)

 [A d visers’ P an e l](http://oeapng.info/)  [National Guidance](http://oeapng.info/) [website](http://oeapng.info/) [http://oeapng.info](http://oeapng.info/) [specifically](http://oeapng.info/)

[Section 3 - “Le g a l](http://oeapng.info/)  [Framework and](http://oeapng.info/) [Employer](http://oeapng.info/)

 [S ystem s” a nd](http://oeapng.info/)

[Section 4 - “Goo d](http://oeapng.info/)

 [P ract ice”.](http://oeapng.info/)

Date of visit + 14 years SECURE DISPOSAL

7.1.2 Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Secondary Schools

No [Outdoor Education](http://oeapng.info/)

 [A d visers’ P an e l](http://oeapng.info/)  [National Guidance](http://oeapng.info/) [website](http://oeapng.info/) [http://oeapng.info](http://oeapng.info/) [specifically](http://oeapng.info/)

[Section 3 - “Le g a l](http://oeapng.info/)  [Framework and](http://oeapng.info/) [Employer](http://oeapng.info/)

 [S ystem s” a nd](http://oeapng.info/)

[Section 4 - “Goo d](http://oeapng.info/)

 [P ract ice”.](http://oeapng.info/)

Date of visit + 10 years SECURE DISPOSAL

7.1.3 Parental consent forms for school trips where there has been no major incident

Yes Conclusion of the trip Although the consent forms could be retained for DOB + 22 years, the requirement for them being needed is low and most schools do not have the storage capacity to retain every single consent form issued by the school for this period of time.

7.1.4 Parental permission slips for school trips – where there has been a major incident

Yes Limitation Act

1980 (Section 2)

DOB of the pupil involved in the incident + 25 years. The permission slips for all the pupils on the trip need to be retained to show that the rules. had been followed for all pupils

SECURE DISPOSAL

7.2. Walking Bus

7.2.1 Walking Bus

Registers

7.3. Family Liaison

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]

7.3.1 Day Books Yes Current year + 2 years then review

7.3.2 Reports for outside agencies

- where the report has been included on the case file created by the outside agency

Yes Whilst child is attending school and then destroy

7.3.3 Referral forms Yes While the referral is current

7.3.4 Contact data sheets

7.3.5 Contact database entries

Yes Current year then review, if contact is no longer active then destroy

Yes Current year then review, if contact is no longer active then destroy

7.3.6 Group Registers Yes Current year + 2 years

**8 Central Government & Local Authority**

8.1. LEA

8.1.1 Secondary Transfer Sheets (Primary)

8.1.2 Attendance

Returns

8.1.3 School Census

Returns

8.1.4 Circulars and other information sent from the Local Authority

8.2. Central Government

Yes Current year + 2 years SECURE DISPOSAL

Yes Current year + 1 year SECURE DISPOSAL No Current year + 5 years SECURE DISPOSAL No Operational use SECURE DISPOSAL

8.2.1 OFSTED reports and papers

No Life of the report then

REVIEW

SECURE DISPOSAL

8.2.2 Returns made to central government

8.2.3 Circulars and other information sent from central government

No Current year + 6 years SECURE DISPOSAL No Operational use SECURE DISPOSAL

**9 Information Governance**

9.1. Information Governance

9.1.1 Records of Processing Activity

9.1.2 Information Governance Report. Annual statement to Governing Body on compliance with Information law, including DPO statement, performance data and audit outcomes

9.1.3 Freedom of Information Requests

9.1.4 Environmental Information Requests

9.1.5 Subject Access

Requests

9.1.6 ICO Complaints: No further action

9.1.7 ICO Complaints: Action required

No Ongoing record

No Current year + 1 year

Yes Closure + 1 year SECURE DISPOSAL Yes Closure + 1 year SECURE DISPOSAL

Yes Closure + 5 years SECURE DISPOSAL Yes Closure + 1 year SECURE DISPOSAL Yes Closure + 2 years SECURE DISPOSAL

© Essex County Council

42