



## RECORDS MANAGEMENT POLICY AND DATA RETENTION SCHEDULE

### Introduction

Haywards Primary School recognises that by efficiently managing its records, it will be able to comply with its legal and regulatory obligations and to contribute to the effective overall management of the school. Records provide evidence for protecting the legal rights and interests of the school, and provide evidence for demonstrating performance and accountability.

This document provides the policy framework through which this effective management can be achieved and audited. It covers:

- Scope
- Responsibilities
- Relationships with existing policies

### 1. Scope of policy and guidelines

- 1.1 This applies to all records created, received or maintained by the staff of Hayward's School in the course of carrying out its functions.
- 1.2 Records are defined as all documents which facilitate the business carried out by the school and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.
- 1.3 A small percentage of the schools records may be selected for permanent preservation as part of the schools archives and for historical research. This may be done in liaison with the County Archive Service.

### 2. Responsibilities

- 2.1 The school has a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The person with overall responsibility is the Headteacher. Some of this responsibility has been delegated to the Data Protection Officer.
- 2.2 The Data Protection Officer is responsible for records management on a daily basis and will give guidance for good records management practice and will promote compliance with this policy by surveying at least annually to check if records are stored securely and can be accessed appropriately.
- 2.3 Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with the school's record management policy and retention schedule.

### 3. Relationships with other policies

This policy has been drawn up within the context of:

- Freedom of Information Policy and Publication Scheme

- Data Protection Policy
- And with other legislation or regulations (including audit, equal opportunities and ethics) affecting the school



## DATA RETENTION SCHEDULE

GOVERNANCE			
Basic file description	Statutory provisions	Retention Period (operational)	Action at end of the administrative life of the record
Minutes – Principal set		Permanent	
Agendas		One copy retained with master set of minutes. All other copies disposed of.	SECURE DISPOSAL
Reports		Date of report + 6 years	Retain in school for 6 years from date of meeting
Instrument of Governance		Permanent	Retain in school whilst school is open
Trusts and Endowments		Permanent	Retain in school whilst operationally required
Action Plans		Date of action plan + 3 years	SECURE DISPOSAL
Policy documents		Life of the policy + 3 years	Retain in school whilst policy is operational (previous policy kept electronically if part of a past decision making process) then SECURE DISPOSAL
Complaints Files		Date of resolution of complaint + 6 years	Retain in school for the first six years. Review for further retention in the case of contentious disputes SECURE DISPOSAL
Reports required by the Department of Education and Skills		Date of report + 10 years	SECURE DISPOSAL
Proposals concerning the change of status of		Date proposal accepted or	SECURE DISPOSAL

a maintained school including Specialist Status Schools and Academies		declined + 3 years	
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<b>MANAGEMENT</b>			
<b>Basic file description</b>	<b>Statutory provisions</b>	<b>Retention Period (operational)</b>	<b>Action at end of the administrative life of the record</b>
Minutes of SMT meetings and other administrative bodies		Date of meeting + 3 years then review	SECURE DISPOSAL
Reports created by the Headteacher or management team		Date of report + 3 years then review	SECURE DISPOSAL
Records created by Headteachers, Deputy Heads and other members of staff with administrative responsibilities		Current academic year + 6 years then review	SECURE DISPOSAL
Correspondance created by Headteachers, Deputy Heads and other members of staff with administrative responsibilities		Date of correspondence + 3 years then review	SECURE DISPOSAL
Professional Development Plans		Life of plan + 6 years	SECURE DISPOSAL
School Improvement Plans		Life of plan + 3 years	SECURE DISPOSAL

<b>ADMISSIONS PROCESS</b>			
<b>Basic file description</b>	<b>Statutory provisions</b>	<b>Retention Period (operational)</b>	<b>Action at end of the administrative life of the record</b>
All records relating to the creation and implementation of the School Admission's Policy	School Admissions Code	Life of policy + 3 years then review	SECURE DISPOSAL
Admissions – if the admission appeal is successful	School Admissions Code	Date of Admission + 1 year	SECURE DISPOSAL
Admissions – if the admission appeal is unsuccessful	School Admissions Code	Resolution of case + 1 year	SECURE DISPOSAL
Register of admissions	School Attendance: DFE	Every entry in the admission register must be preserved for a	REVIEW – Schools may wish to consider keeping the register

	advice 2014	period of 3 years after the date the entry was made.	permanently
Proof of address supplied by parents	School Admissions Code	Current year + 1 year	SECURE DISPOSAL

PUPILS			
Basic file description	Statutory provisions	Retention Period (operational)	Action at end of the administrative life of the record
Pupils' Educational Record required by the Education (Pupil Information) (England) Regulations 2005		Retain whilst at school	This file should follow the pupil to another school. If the pupil dies whilst at primary school the file should be returned to the Local Authority.
Pupil Files		DOB of the pupil + 25 years	
Attendance Registers		Date of register + 3 years	
Letters authorising absence		Date of absence + 2 years	
Pupils record cards		DOB of the pupil + 25 years	
SATS and other examination results: <ul style="list-style-type: none"> <li><i>Public</i></li> </ul>		Recorded on the pupil's educational file and therefore retained until the pupil reaches the age of 25. A composite record of a whole year's SATS results may be kept for the current year + 6 years to allow suitable comparison	SECURE DISPOSAL
<ul style="list-style-type: none"> <li><i>Internal examination results</i></li> </ul>		Current year + 5 years	SECURE DISPOSAL
Any other records created during contact with pupils		Current year + 3 years	Review at the end of 3 years and wither allocate a further retention period or SECURE DISPOSAL
Special Educational Needs files, reviews and Individual Education Plans		DOB of the pupil + 25 years	SECURE DISPOSAL

Statement maintained under The Education Act 1996 – Section 324	SEN & Disability Act 2001	DOB of the pupil + 25 years	SECURE DISPOSAL unless legal action is pending
Proposed ECHP or amended statement/EHCP	SEN & Disability Act 2001	DOB of the pupil + 25 years	SECURE DISPOSAL unless legal action is pending
Advice and information to parents regarding educational needs	SEN & Disability Act 2001	DOB of the pupil + 25 years	SECURE DISPOSAL unless legal action is pending
Accessibility Strategy	SEN & Disability Act 2001	DOB of the pupil + 25 years	SECURE DISPOSAL unless legal action is pending
Child protection information held on pupil file	Keep Children Safe in Education 2018	Should be placed in a sealed envelope in the pupil file and retained for the same time as the file	SECURE DISPOSAL
Child protection information held electronically	Keep Children Safe in Education 2018	DOB of the pupil + 25 years	SECURE DISPOSAL
Parental consent forms for school trips where there has been no major incident		Conclusion of the trip	SECURE DISPOSAL
Parental consent forms for school trips where there has been a major incident	Limitation Act 1980	DOB of the pupil + 25 years	SECURE DISPOSAL
Photographs which include pupils where consent has been given		DOB of the pupil +15 years Reviewed every 3 years Unless kept for school archive	SECURE DISPOSAL – electronic copies need to be cleared as well

<b>CURRICULUM</b>			
<b>Basic file description</b>	<b>Statutory provisions</b>	<b>Retention Period (operational)</b>	<b>Action at end of the administrative life of the record</b>
Curriculum development		Current year + 6 years	SECURE DISPOSAL
Curriculum returns		Current year + 3 years	SECURE DISPOSAL
School syllabus		Current year + 1 year	SECURE DISPOSAL
Schemes of work		Current year + 1 year	SECURE DISPOSAL
Timetable		Current year + 1 year	SECURE DISPOSAL

Class record books		Current year + 1 year	SECURE DISPOSAL
Examination results		Current year + 6 years	SECURE DISPOSAL
Examination papers		Retained until appeals	SECURE DISPOSAL

<b>PERSONNEL</b>			
<b>Basic file description</b>	<b>Statutory provisions</b>	<b>Retention Period (operational)</b>	<b>Action at end of the administrative life of the record</b>
<b>RECRUITMENT</b>			
All records relating to the appointment of a new headteacher		Date of appointment + 6 years	SECURE DISPOSAL
All records leading up to the appointment of a new member of staff - unsuccessful candidates		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		All relevant information added to the personnel file. Other information retained for 6 months	SECURE DISPOSAL
Pre-employment vetting information – DBS	DBS Update Service June 2014 KCSIE 2018	The school should not keep copies of DBS checks, if it does should be kept for no longer than 6 months	SECURE DISPOSAL
Proof of identity collected as part of the process of checking enhanced DBS disclosures		Where possible these should be checked and a note kept of what was seen. If it is felt necessary to keep copy documentation then this should be placed on the member of staff's personnel file	SECURE DISPOSAL
Evidence proving right to work in the UK		Records dated and kept in personnel file until termination of employment + 2 years	SECURE DISPOSAL
<b>OPERATIONAL STAFF MANAGEMENT</b>			

Timesheets, sick pay		Current year + 6 years	SECURE DISPOSAL
Staff Personnel Files	Limitation Act 1980	Termination + 6 years	SECURE DISPOSAL
Annual Appraisal Records		Current year + 5 years	SECURE DISPOSAL
<b>MANAGEMENT OF DISCIPLINARY AND GRIEVANCE PROCESSES</b>			
Allegation of a child protection nature against a member of staff, including where the allegation is unfounded	KCSIE 2018	Until the person's normal retirement age or 10 years from the date of allegation (whichever longer) Allegations that are found to be malicious should be removed from personnel files	SECURE DISPOSAL – must be shredded
Disciplinary proceedings:			
• <i>Oral Warning</i>		Date of warning + 6 months	SECURE DISPOSAL
• <i>Written Warning – Level 1</i>		Date of warning + 6 months	SECURE DISPOSAL
• <i>Written Warning – Level 2</i>		Date of warning + 12 months	SECURE DISPOSAL
• <i>Final Warning</i>		Date of warning + 18 months	SECURE DISPOSAL
• <i>Case not found</i>		If the incident is child protection related see above – otherwise dispose of at the conclusion of the case	SECURE DISPOSAL
<b>PAYROLL AND PENSIONS</b>			
Maternity Pay Records	Statutory Maternity Pay Regulations	Current year + 3 years	SECURE DISPOSAL
Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995		Current year + 6 years	SECURE DISPOSAL

## HEALTH AND SAFETY



Basic file description	Statutory provisions	Retention Period (operational)	Action at end of the administrative life of the record
Accessibility Plans	DDA 1995	Current year + 6 years	SECURE DISPOSAL
Records relating to accident/ injury at work		Date of incident + 12 years <i>Review if serious, and a further retention period may apply</i>	SECURE DISPOSAL
Accident Reporting	Social Security Regulations		
• <i>Adults</i>		Current year + 6 years	SECURE DISPOSAL
• <i>Children</i>		DOB + 25 years	SECURE DISPOSAL
COSHH		Current year + 40 years	SECURE DISPOSAL
H&S Policy Statements		Date of expiry + 3 years	SECURE DISPOSAL
Risk Assessments		Life of risk assessment + 3 years	SECURE DISPOSAL
Process of monitoring of areas where employees and persons are likely to have come into contact with asbestos		Last action + 40 years	SECURE DISPOSAL
Process of monitoring of areas where employees and persons are likely to have come into contact with asbestos		Last action + 50 years	SECURE DISPOSAL
Fire precautions log books		Current year + 6 years	SECURE DISPOSAL

ADMINISTRATIVE			
Basic file description	Statutory provisions	Retention Period (operational)	Action at end of the administrative life of the record
Employer's Liability certificate		Closure of the school + 40 years	SECURE DISPOSAL once the school has closed
Records relating to the creation and publication of a school prospectus		Current year + 3 years	STANDARD DISPOSAL
Newsletters and circulars		Current year + 1 year	Review to see whether a further retention period is required. STANDARD DISPOSAL

Visitors' book		Current year + 6 years then review	SECURE DISPOSAL
Records relating to the creation and management of PTAs and Old Pupil Associations		Current year + 6 years then review	SECURE DISPOSAL

<b>FINANCE</b>			
<b>Basic file description</b>	<b>Statutory provisions</b>	<b>Retention Period (operational)</b>	<b>Action at end of the administrative life of the record</b>
Annual Accounts	Financial Regulations	Current year + 6 years	STANDARD DISPOSAL
Loans and grants	Financial Regulations	Date of last payment on long + 12 years	Review to see whether a further retention period is required SECURE DISPOSAL
Contracts		Contract completion date + 6 years	SECURE DISPOSAL
All records relating to the creation and management of budgets		Life of the budget + 3 years	SECURE DISPOSAL
Budget reports, budget monitoring etc ...		Current year + 3 years	SECURE DISPOSAL
Invoice, receipts and other records covered by the Financial Regulations	Financial Regulations	Current year + 6 years	SECURE DISPOSAL
Annual Budget and background papers		Current year + 6 years	SECURE DISPOSAL
Debtors' Records	Limitation Act	Current year + 6 years	SECURE DISPOSAL
Applications for free school meals, travel, uniform etc...		Whilst child is at school	SECURE DISPOSAL
Student grant applications		Current year + 3 years	SECURE DISPOSAL
Free school meals registers	Financial Regulations	Current year + 6 years	SECURE DISPOSAL
School meals registers		Current year + 3 years	SECURE DISPOSAL
School meals summary sheets		Current year + 3 years	SECURE DISPOSAL

<b>PROPERTY</b>			
<b>Basic file description</b>	<b>Statutory provisions</b>	<b>Retention Period (operational)</b>	<b>Action at end of the administrative life of the record</b>
Title Deeds		Permanent	These should follow the property
Plans		Permanent	Retain in school whilst operational then transfer as required
Records relating to the lettings of school premises		Current year + 6 years	SECURE DISPOSAL
Leases		Expiry of lease + 6 years	SECURE DISPOSAL
Lettings		Current year + 3 years	SECURE DISPOSAL
All records relating to maintenance by contractors	Financial Regulations	Current year + 6 years	SECURE DISPOSAL
Maintenance log books		Last entry + 10 years	SECURE DISPOSAL
Contractors' Reports		Current year + 6 years	SECURE DISPOSAL

<b>LOCAL AUTHORITY</b>			
<b>Basic file description</b>	<b>Statutory provisions</b>	<b>Retention Period (operational)</b>	<b>Action at end of the administrative life of the record</b>
Attendance Returns		Current year + 2 years	SECURE DISPOSAL
School Census		Current year + 5 years	SECURE DISPOSAL
Circulars from the local authority		Whilst operationally required	Review to see whether a further retention period is required

<b>DfES</b>			
<b>Basic file description</b>	<b>Statutory provisions</b>	<b>Retention Period (operational)</b>	<b>Action at end of the administrative life of the record</b>
OFSTED reports and papers		Replace former report with any new inspection report	Review to see whether a further retention period is required
Returns		Current year + 6 years	SECURE DISPOSAL
Circulars from DfES		Whilst operationally required	Review to see whether a further retention period is required

