



*Creative
Education
Trust*

Records Management Policy

1. Introduction

- 1.1 Creative Education Trust 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 organisation. Records provide evidence for protecting the legal rights and interests of Creative Education Trust schools and provide evidence for demonstrating performance and accountability. This document provides the policy framework through which this effective management can be achieved and audited.

2. Scope of the policy

- 2.1 This policy applies to all records created, received or maintained by staff of the school in the course of carrying out its functions.
- 2.2 Records are defined as all those documents which facilitate the business carried out by Creative Education Trust schools 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.
- 2.3 A small percentage of the school's records may be selected for permanent preservation as part of the institution's archives and for historical research. This should be done in liaison with the relevant Archives Service.

3. Associated documents

- 3.1 The following documents have relevance to this policy:
- Creative Education Trust Freedom of Information Policy and Publication Scheme
 - Creative Education Trust Data Protection Policy
- 3.2 Further advice and guidance may be obtained from the Information Management Toolkit for Schools at www.irms.org.uk.

4. Responsibilities



- 4.1 Each school has a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The person with overall responsibility for the implementation of this policy is the Principal/Headteacher.
- 4.2 The person responsible for records management in the school will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely way. They will also monitor compliance with this policy by surveying at least annually to check if records are stored securely and can be accessed appropriately.
- 4.3 Individual employees must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with the school's records management guidelines. For detailed guidance see appendix 1.
- 5. Retention Schedule for files or information that is no longer live and stored elsewhere on the school site**
- 5.1 All non-live files whose data is sensitive must be kept secure in a lockable area. A retention schedule for any non-live files must be kept in the lockable area as well as electronically and stored in line with this policy. See proforma in Appendix 2
- 5.2 Where documents are stored offsite, the person with responsibility for records management will ensure that an up to date content list is stored with each archive box and that retention schedule is updated appropriately. Each box must have a method of unique identification and date of destruction in line with this policy. The same information must be stored at the school electronically on a secure part of the school's system. See proforma in Appendix 2.



Appendix 1: Retention schedule (adapted from Information Management Toolkit for Schools at www.irms.org.uk)

This section contains retention periods connected to the general management of each school. This covers governance, the Principal/Headteacher and the senior management team, the admissions process and operational administration.

1.1 Governance					
Basic file description		Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
1.1.1	Agendas for Trust Board and sub-committee 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
1.1.2	Minutes of Trust Board and sub-committee meetings	There may be data protection issues if the meeting is dealing with confidential issues relating to staff			

¹ In this context SECURE DISPOSAL should be taken to mean disposal using confidential waste bins, or if the school has the facility, shredding using a cross cut shredder.



	Principal Set (signed)			PERMANENT	If the school is unable to store these then they should be offered to the County Archives Service
	Inspection Copies			Date of meeting + 3 years	If these minutes contain any sensitive, personal information they must be shredded.
1.1.3	Reports presented to the Trust Board and sub-committee meetings	There may be data protection issues if the report deals with confidential issues relating to staff		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	SECURE DISPOSAL or retain with the signed set of the minutes
1.1.4	Instruments of Governance including Articles of Association and Scheme of delegation	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.



1.1.5	Trusts and Endowments managed by the Trust	No		PERMANENT	Theseshouldberetained in the school whilst the school is open and then offered to County Archives Service when the school closes.
1.1.5	Actionplanscreatedand administered by the Trust	No		Life of the action plan + 3 years	SECURE DISPOSAL
1.1.6	Policy documents created and administeredbythe Trust and its schools	No		Life of the policy + 3 years	SECURE DISPOSAL
1.1.7	Records relating to complaints dealt with by the Trust and its schools	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
1.1.8	Proposals concerning the change of status of a maintained school	No		Date proposal accepted or declined + 3 years	SECURE DISPOSAL



1.2 Head Teacher and Senior Management Team					
Basic file description		Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
1.2.1	Historical Head Teacher's log books	There may be data protection issues if the log book refers to individual pupils or members of staff		Date of last entry in the book + a minimum of 6 years then review	These could be of permanent historical value and should be offered to the County Archives Service if appropriate
1.2.2	Minutes of Senior Leadership Team meetings and the meetings of other internal administrative bodies	There may be data protection issues if the minutes refers to individual pupils or members of staff		Date of the meeting + 3 years then review	SECURE DISPOSAL
1.2.3	Official reports and records created by school leaders	There may be data protection issues if the report refers to individual pupils or members of staff		Current academic year + 6 years then review	SECURE DISPOSAL
1.2.4	Professional Development Plans	Yes		Life of the plan + 6 years	SECURE DISPOSAL
1.2.5	School Development Plans	No		Life of the plan + 3 years	SECURE DISPOSAL
1.2.6	Briefings, All Hands type meetings recorded in Teams	Yes		12 months	Deleted 12 months See all Privacy Notices



1.3 Admissions Process					
Basic file description		Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
1.3.1	All records relating to the creation and implementation of the School Admissions' Policy	No	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Life of the policy + 3 years then review	SECURE DISPOSAL
1.3.2	Admissions – if the admission is successful	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Date of admission + 1 year	SECURE DISPOSAL



1.3.3	Admissions – if the appeal is unsuccessful	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools' adjudicators and admission appeals panels December 2014	Resolution of case + 1 year	SECURE DISPOSAL
1.3.4	Register of Admissions	Yes	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014	Every entry in the admission register must be preserved for a period of three years after the date on which the entry was made.	SECURE DISPOSAL three years after the last entry in the register, but schools may wish to consider keeping the admission register permanently as often schools receive enquiries from past pupils to confirm the dates, they attended the school.
1.3.5	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



1.3.6	Supplementary Information form including additional information such as religion, medical conditions etc.	Yes			
	For successful admissions			This information should be added to the pupil file	SECURE DISPOSAL
	For unsuccessful admissions			Until appeals process completed	SECURE DISPOSAL

1.4 Operational Administration					
Basic file description		Data protection Issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
1.4.1	General file series	No		Current year + 5 years then REVIEW	SECURE DISPOSAL
1.4.2	Records relating to the creation and publication of the school brochure or prospectus	No		Current year + 3 years	STANDARD DISPOSAL
1.4.3	Records relating to the creation and distribution of circulars to staff, parents or pupils	No		Current year + 1 year	STANDARD DISPOSAL



1.4.4	Newsletters and other items with a short operational use	No		Current year + 1 year	STANDARD DISPOSAL
1.4.5	Visitor Management systems inc' Books and Signing in Sheets	Yes		Current year + 6 years then REVIEW	SECURE DISPOSAL
1.4.6	Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations/Alumni	No		Current year + 6 years then REVIEW	SECURE DISPOSAL

2. Human Resources

2.1 Recruitment					
	Basic file description	Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
2.1.1	All records leading up to the appointment of a new Headteacher	Yes		Date of appointment + 6 years	SECURE DISPOSAL
2.1.2	All records leading up to the appointment of a new member of staff – unsuccessful candidates	Yes		Date of appointment of successful candidate + 6 months	SECURE DISPOSAL



2.1.3	All records leading up to the appointment of a new member of staff – successful candidate	Yes		All the relevant information should be added to the staff personal file and all other information retained for 6 months	SECURE DISPOSAL
2.1.4	Pre-employment vetting information – DBS Checks	No	DBS Update Service Employer Guide June 2014: Keeping children safe in education. July 2015 (Statutory Guidance from 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	
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	



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	These documents should be added to the Staff Personal File	
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2.2 Operational Staff Management					
Basic file description		Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
2.2.1	Staff Personal File	Yes	Limitation Act 1980 (Section 2)	Termination of Employment + 6 years guidance from pension administrator 2020 40 years	SECURE DISPOSAL
2.2.2	Timesheets	Yes		Current year + 6 years & 2.2.1	SECURE DISPOSAL
2.2.3	Annual appraisal/ assessment records	Yes		Current year + 5 years	SECURE DISPOSAL

2.3 Management of Disciplinary and Grievance Processes					
Basic file description		Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record



2.3.1	Allegation of a child protection nature against a member of staff including where the allegation is unfounded ⁵	Yes	“Keeping children safe in education Statutory guidance for schools and colleges September 2016” and subsequent updates to KCSIE 2020;	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
2.3.2	Disciplinary Proceedings	Yes		Warnings held on file in line with disciplinary policy	
	case not found			If the incident is child protection related then see above otherwise dispose of at the conclusion of the case	SECURE DISPOSAL

2.4 Payroll and Pensions					
Basic file description		Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
2.4.1	Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)	Current year + 3 years and see 2.2.1 regarding pensions (40 yrs)	SECURE DISPOSAL



2.4.2	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes	Code of practice in the Management of Records Section 46 FOI	Guidance from pension administrator 2020, 40 years (formerly 6 years)	SECURE DISPOSAL
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2.4 Payroll and Pensions

Basic file description		Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
2.4.1	Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960),	Current year + 3 years and see 2.2.1 regarding pensions (40 yrs)	SECURE DISPOSAL

2.4.2	Absence record	Yes	With personnel file		SECURE DISPOSAL
2.4.3	Batches	Yes	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL



2.4.4	Bonus sheets	Yes	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 3 years	SECURE DISPOSAL
2.4.5	Car allowance claims	Yes	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 3 years	SECURE DISPOSAL
2.4.6	Car loans	Yes	Taxes Management Act 1970 Income and Corporation Taxes 1988	Completion of loan + 6 years	SECURE DISPOSAL
2.4.7	Car mileage output	Yes	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL
2.4.8	Elements	Yes		Current year + 2 years	SECURE DISPOSAL
2.4.9	Income tax form P60	Yes		Current year + 6 years	SECURE DISPOSAL
2.4.10	Insurance	Yes	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL



2.4.11	Members allowance register	Yes	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL
2.4.12	National Insurance – schedule of payments	Yes	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL
2.4.13	Overtime	Yes	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 3 years	SECURE DISPOSAL
2.4.14	Part time fee claims	Yes	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL
2.4.15	Payroll awards	Yes		Current year + 6 years	SECURE DISPOSAL
2.4.16	Payroll – gross/net weekly or monthly	Yes	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL
2.4.17	Payroll reports	Yes	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL



2.4.18	Payslips – copies	Yes	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL
2.4.19	Pension payroll	Yes	Taxes Management Act 1970 Income and Corporation Taxes 1988	In line with current pension administrator guidance 40 yrs	SECURE DISPOSAL
2.4.20	Personal bank details	Yes	If employment ceases then end of employment + 6 years	Until superseded + 3 years	SECURE DISPOSAL
2.4.20	Sickness records	Yes		With Personnel file	SECURE DISPOSAL
2.4.20	Staff returns	Yes		Current year + 3 years	SECURE DISPOSAL
2.4.21	Superannuation adjustments	Yes	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL



3. Health and safety

3.1 Health and Safety					
Basic file description		Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
3.1.1	Health and Safety Policy Statements	No		Life of policy + 3 years	SECURE DISPOSAL
3.1.2	Health and Safety Risk Assessments	No		Life of risk assessment + 3 years	SECURE DISPOSAL
3.1.3	Records relating to accident/ injury at work	Yes		Date of incident + 12 years In the case of serious accidents a further retention period will need to be applied	SECURE DISPOSAL



3.1.4	Accident Reporting	Yes	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980		
	Adults			Date of the incident + 6 years	SECURE DISPOSAL
	Children			DOB of the child + 25 years	SECURE DISPOSAL
3.1.5	Control of Substances Hazardous to Health (COSHH)	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)	Current year + 40 years	SECURE DISPOSAL
3.1.6	Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos	No	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19	Last action + 40 years	SECURE DISPOSAL



3.1.7	Process of monitoring of areas where employees and persons are likely to have become in contact with radiation	No		Last action + 50 years	SECURE DISPOSAL
3.1.8	Fire Precautions log books	No		Current year + 6 years	SECURE DISPOSAL

4. Financial Management of the School

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

4.1 Risk Management and Insurance					
Basic file description		Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
4.1.1	Employer's Liability Insurance Certificate	No		Closure of the school + 40 years	SECURE DISPOSAL

4.2 Asset Management					
Basic file description		Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
4.2.1	Inventories of furniture and equipment	No		Current year + 6 years	SECURE DISPOSAL



4.2.2	Burglary, theft and vandalism report forms	No		Current year + 6 years	SECURE DISPOSAL
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4.3 Accounts and Statements including Budget Management					
Basic file description		Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
4.3.1	Annual Accounts	No		Current year + 6 years	STANDARD DISPOSAL
4.3.2	Loans and grants managed by the school	No		Date of last payment on the loan + 12 years then REVIEW	SECURE DISPOSAL
4.3.3	All records relating to the creation and management of budgets including the Annual Budget statement and background papers	No		Life of the budget + 3 years	SECURE DISPOSAL
4.3.3	Invoices, receipts, order books and requisitions, delivery notices	No		Current financial year + 6 years	SECURE DISPOSAL
4.3.5	Records relating to the collection and banking of monies	No		Current financial year + 6 years	SECURE DISPOSAL



4.3.6	Records relating to the identification and collection of debt	No		Current financial year + 6 years	SECURE DISPOSAL
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4.4 Contract Management					
Basic file description		Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
4.4.1	All records relating to the management of contracts under seal	No	Limitation Act 1980	Last payment on the contract + 12 years	SECURE DISPOSAL
4.4.2	All records relating to the management of contracts under signature	No	Limitation Act 1980	Last payment on the contract + 6 years	SECURE DISPOSAL
4.4.3	Records relating to the monitoring of contracts	No		Current year + 2 years	SECURE DISPOSAL

4.5 School Fund					
Basic file description		Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
4.5.1	School Fund - Cheque books	No		Current year + 6 years	SECURE DISPOSAL
4.5.2	School Fund - Paying in books	No		Current year + 6 years	SECURE DISPOSAL



4.5.3	School Fund – Ledger	No		Current year + 6 years	SECURE DISPOSAL
4.5.4	School Fund – Invoices	No		Current year + 6 years	SECURE DISPOSAL
4.5.5	School Fund – Receipts	No		Current year + 6 years	SECURE DISPOSAL
4.5.6	School Fund - Bank statements	No		Current year + 6 years	SECURE DISPOSAL
4.5.7	SchoolFund–JourneyBooks	No		Current year + 6 years	SECURE DISPOSAL

4.6 School Meals Management					
Basic file description		Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
4.6.1	Free School Meals Registers	Yes		Current year + 6 years	SECURE DISPOSAL
4.6.2	School Meals Registers	Yes		Current year + 3 years	SECURE DISPOSAL
4.6.3	School Meals Summary Sheets	No		Current year + 3 years	SECURE DISPOSAL

5. Property Management

This section covers the management of buildings and property.

5.1 Property Management



	Basic file description	Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
5.1.1	Title deeds of properties belonging to the school	No		PERMANENT These should follow the property unless the property has been registered with the Land Registry	
5.1.2	Plans of property belonging to the school	No		These should be retained whilst the building belongs to the school and should be passed onto any new owners if the building is leased or sold.	
5.1.3	Leases of property leased by or to the school	No		Expiry of lease + 6 years	SECURE DISPOSAL
5.1.4	Records relating to the letting of school premises	No		Current financial year + 6 years	SECURE DISPOSAL

5.2 Maintenance					
	Basic file description	Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
4.2.1	All records relating to the maintenance of the school carried out by contractors	No		Current year + 6 years	SECURE DISPOSAL



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
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6. Pupil Management

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

6.1 Pupil's Educational Record					
Basic file description		Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
6.1.1	Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005	Yes	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437		



	Primary			Retain whilst the child remains at the primary school	<p>The file should follow the pupil when he/she leaves the primary school. This will include:</p> <ul style="list-style-type: none"> • to another primary school • to a secondary school • to a pupil referral unit • If the pupil dies whilst at primary school the file should be returned to the Local Authority to be retained for the statutory retention period. <p>If the pupil transfers to an independent school, transfers to home schooling, or leaves the country the file should be returned to the Local Authority to be retained for the statutory retention period. Primary Schools do not ordinarily have sufficient storage space to store records for pupils who have not transferred in the normal way. It makes more sense to transfer the record to the Local Authority as it is more likely that the pupil will request the record from the Local Authority</p>
	Secondary		Limitation Act 1980 (Section 2)	Date of Birth of the pupil + 25 years	SECURE DISPOSAL
6.1.2	Examination Results – Pupil Copies	Yes			
	Public			This information should be added to the pupil file	All uncollected certificates should be returned to the examination board.



	Internal			This information should be added to the pupil file	
6.1.3	<p>Child protection or Safeguarding information held for a pupil</p> <p>Whether stored in the file or in a separate folder</p>	Yes	<p>Keeping children safe in Education 2018 and updates 2020, Working together to safeguard children. A guide to interagency working to safeguard and promote the welfare of children 2018</p>	<p>CP issues should be in a sealed envelope on the file or stored separately and stored for the same period as the pupil file noting that these documents are subject to instruction given by the IICSA</p>	SECURE DISPOSAL



6.2 Attendance					
Basic file description		Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
6.2.1	Attendance Registers	Yes	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014	Every entry in the attendance register must be preserved for a period of three years after the date on which the entry was made.	SECURE DISPOSAL
6.2.2	Correspondence relating to authorised absence		Education Act 1996 Section 7	Current academic year + 2 years	SECURE DISPOSAL

6.3 Special Educational Needs					
Basic file description		Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record



6.3.1	Special Educational Needs files, reviews and Individual Education Care Plans EHCP	Yes	Limitation Act 1980 (Section 2) Children and Family's Act 2014 and Special Educational Needs and Disabilities Act 2001 Section 14	Date of Birth of the pupil + 31 years EHCP is valid until the individual reaches 25 years, the retention period adds 6 years in line with the Limitation Act	SECURE DISPOSAL unless the document is subject to a legal hold
6.3.2	Statement /EHCP maintained under section 234 of the Education Act 1990 and any amendments made to the statement	Yes	As 6.3.1	As 6.3.1	SECURE DISPOSAL unless the document is subject to a legal hold
6.3.3	Accessibility Strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	As 6.3.1	SECURE DISPOSAL unless the document is subject to a legal hold



7. Curriculum Management

7.1 Statistics and Management Information					
Basic file description		Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
7.1.1	Curriculum returns	No		Current year + 3 years	SECURE DISPOSAL
7.1.2	Examination Results (Schools Copy)	Yes		Current year + 6 years	SECURE DISPOSAL
	SATS records –	Yes			
	Results			The SATS results should be recorded on the pupil's 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
	Any returned examination papers			The examination papers should be kept until any appeals/validation process is complete	SECURE DISPOSAL
7.1.3	Published Admission Number (PAN) Reports	Yes		Current year + 6 years	SECURE DISPOSAL



7.1.4	Value Added and contextual Data	Yes		Current year + 6 years	SECURE DISPOSAL
7.1.5	Self Evaluation Forms	Yes		Current year + 6 years	SECURE DISPOSAL

7.2 Implementation of Curriculum					
Basic file description		Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
7.2.1	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
7.2.2	Timetable	No		Current year + 1 year	
7.2.3	Class Record Books	No		Current year + 1 year	
7.2.4	Mark Books	No		Current year + 1 year	
7.2.5	Record of homework set	No		Current year + 1 year	
7.2.6	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
7.2.7	Lesson Recording Via Teams	Yes		12 months	Deleted by subject teacher as part of school IT housekeeping routines



8. Extra Curricular Activities

8.1 Educational Visits outside the Classroom					
Basic file description		Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
8.1.1	Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Primary Schools	No	Outdoor Education Advisers' Panel National Guidance website http://oeapng.info specifically Section 3-“LegalFrameworkandEmployer Systems” and Section 4 - “Good Practice”.	Date of visit + 14 years	SECURE DISPOSAL
8.1.2	Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Secondary Schools	No	Outdoor Education Advisers' Panel National Guidance website http://oeapng.info specifically Section 3-“LegalFrameworkandEmployer Systems” and Section 4 - “Good Practice”.	Date of visit + 10 years	SECURE DISPOSAL



8.1.3	Parental consent forms for school trips where there has been no major incident	Yes		Apply a risk assessment given the nature of the trip and the ages involved and keep to the end of the academic year or can be destroyed at the 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. Secure Disposal
8.1.4	Parental permission slips for school trips – <u>where there has been a major incident</u>	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



8.2 Walking Bus

Basic file description		Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
8.2.1	Walking Bus Registers	Yes		Date of register + 3 years This takes into account the fact that if there is an incident requiring an accident report the register will be submitted with the accident report and kept for the period of time required for accident reporting	SECURE DISPOSAL [If these records are retained electronically any back-up copies should be destroyed at the same time]

8.3 Family Liaison Officers and Home School Liaison Assistants

Basic file description		Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
8.3.1	Day Books	Yes		Current year + 2 years then review	
8.3.2	Reports for outside agencies - where the report has been included on the case file created by the outside	Yes		Whilst child is attending school and then destroy	
8.3.3	Referral forms	Yes		While the referral is current	



8.3.4	Contact data sheets	Yes		Current year then review, if contact is no longer active then destroy	
8.3.5	Contact database entries	Yes		Current year then review, if contact is no longer active then destroy	
8.3.6	Group Registers	Yes		Current year + 2 years	



9. Central Government and Local Authority

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

9.1 Local Authority					
Basic file description		Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
9.1.1	Secondary Transfer Sheets (Primary)	Yes		Current year + 2 years	SECURE DISPOSAL
9.1.2	Attendance Returns	Yes		Current year + 1 year	SECURE DISPOSAL
9.1.3	School Census Returns	No		Current year + 5 years	SECURE DISPOSAL
9.1.4	Circulars and other information sent from the Local Authority	No		Operational use	SECURE DISPOSAL

9.2 Central Government					
Basic file description		Data protection Issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record



9.2.1	OFSTED reports and papers	No		Lifeofthereportthen REVIEW	SECURE DISPOSAL
9.2.2	Returns made to central government	No		Current year + 6 years	SECURE DISPOSAL
9.2.3	Circulars and other information sent from central government	No		Operational use	SECURE DISPOSAL



Appendix 2

Schedule of Records - Retention, storage and destruction documents securely

Unique Identifier	File title/ Description	Covering dates	Quantity	Policy ref	Authorising officer	Date moved from live	Unique storage details	Date moved to offsite storage	Offsite provider details	Date approved for destruction	Authorising Officer for destruction and whom checked by