

Retention of Records Management Policy

Healing Multi Academy Trust



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Contents

Retention of Records Management Policy	1
Healing Multi Academy Trust	1
1. Child Protection.....	6
Child Protection files	6
Allegation of a child protection nature against a member of staff, including where the allegation is unfounded	6
2. Governors	8
Minutes	8
Agendas.....	8
Reports	8
Annual Parents' meeting papers	8
Instruments of Government.....	8
Trusts and Endowments.....	8
Action Plans	8
Policy documents.....	8
Complains files.....	8
Annual Reports required by the Department for Education and Skills.....	9
3. Management	10
Minutes of the Senior Leadership Team and other internal administrative bodies	10
Reports made by the Headteacher or the leadership team.....	10
Records created by Headteachers, Deputy Headteachers, Heads of Year and other members of staff with administrative responsibilities	10
Correspondence by Headteachers, Deputy Headteachers, Heads of Year and other members of staff with administrative responsibilities	11
Professional development plans.....	11
School development plans	11
Admissions – if the admission is successful	11
Admissions – if the admission is unsuccessful	11
Admissions – Secondary Schools – Casual	11
Proofs of address supplied by parents as part of the admissions process	11
4. Pupils	12
Admission registers.....	12
Attendance registers	12
Pupil files.....	12
Special Educational Needs files, reviews and Individual Education Plans	12
Letters authorising absence	12
Absence records	12
Examination results.....	13
Any other records created in the course of contact with pupils	13

Statement maintained under The Education Act 1996 – Section 324	13
Proposed statement or amended statement.....	13
Advice and information to parents regarding educational needs.....	13
Accessibility Strategy	13
Children’s SEN files	13
Parental permission slips for school trips – where there has been no major incident....	14
Parental permission slips for school trips – where there has been a major incident.....	14
Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Primary Schools	14
Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Secondary Schools	14
Walking Bus registers.....	14
5. Curriculum.....	16
Curriculum development	16
Curriculum reports.....	16
School syllabus	16
Schemes of work.....	16
Timetable	16
Class record books	16
Mark books	16
Record of homework set	16
Pupils’ work.....	16
Examination results.....	16
SATS records.....	16
PAN reports	16
Value added records	16
6. Personnel Records held in Schools.....	17
Timesheets, sick pay.....	17
Staff Personal files	17
Interview notes and recruitment records.....	17
Pre-employment vetting information (including DBS checks).....	17
Disciplinary proceedings:	17
Records relating to accident/injury at work	17
Annual appraisal/assessment records.....	17
Salary Records.....	17
Maternity pay records.....	18
Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995.....	18
Proofs of identity collected as part of the process of checking “portable” DBS	18
7. Health and Safety.....	19

Accessibility Plans.....	19
Accident Reporting.....	19
COSHH.....	19
Incident reports	19
Policy Statements	19
Risk Assessments.....	19
Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos	19
Process of monitoring of areas where employees and persons are likely to have come in contact with radiation.....	19
Fire Precautions log books.....	19
8. Administrative	20
Employer's Liability certificate	20
Inventories of equipment and furniture	20
General file series	20
School brochure or prospectus.....	20
Circulars (staff/parents/pupils).....	20
Newsletters, ephemera	20
Visitors register to site records	20
9. Finance	21
Annual Accounts	21
Loans and grants	21
Contracts.....	21
Copy orders	21
Budget reports, budget monitoring etc.....	21
Invoice, receipts and other records covered by the Financial Regulations.....	21
Annual Budget and background papers	21
Order books and requisitions.....	21
Delivery Documentation	21
Debtors' Records	21
School Fund – cheque books.....	22
School Fund – paying in books	22
School Fund – ledger	22
School Fund – invoices	22
School Fund – receipts.....	22
School Fund – bank statements	22
School Fund – school journey books.....	22
Applications for free school meals, travel, uniforms etc.	22
Student grant applications.....	22
Free school meals registers	22

Petty cash books.....	22
10. Property	23
Title Deeds.....	23
Plans.....	23
Maintenance and contractors	23
Leases	23
Lettings	23
Burglary, theft and vandalism report forms	23
Maintenance log books	23
Contractors' Reports	23
11. Local Education Authority.....	24
Secondary transfer sheets (Primary)	24
12. Department for Children, Schools and Families.....	25
HMI reports	25
OFSTED reports and papers.....	25
Returns	25
Circulars from Department for Children, Schools and Families.....	25
13. Connexions/YPSS.....	26
Service level agreements	26
Work Experience agreement.....	26
14. School Meals	27
Dinner Register	27
School Meals Summary Sheets	27
15. Family Liaison Officers and Parent Support Assistants	28
Day Books.....	28
Reports of outside agencies – where the report has been included on the case file created by the outside agency.....	28
Referral forms	28
Contact database sheets.....	28
Contact database entries	28
Group registers	28

1. Child Protection

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

	Basic file description	DP Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record	
1.1	Child Protection files	Yes	Education Act 2002, s175, related guidance “Safeguarding Children in Education”, September 2014	DOB + 25 years	SHRED	Child Protection information must be copied and sent under separate cover to new school/college whilst the child is still under 18 (i.e. the information does not need to be sent to a university for example).
1.2	Allegation of a child protection nature against a member of staff, including where the allegation is unfounded	Yes	Employment Practices Code: Supplementary Guidance 2.13.1 (Records of Disciplinary and Grievance) Education Act 2002 guidance “Deadline with Allegations of Abuse against Teachers and Other Staff” November 2015	Until the person’s normal retirement age, or 10 years from the date of the allegation whichever is the longer.	SHRED	The following is an extract from “Safeguarding Children and Safer Recruitment in Education” p60 “Record Keeping 5.10 It is important that a clear and comprehensive summary of any allegations made, details of how the allegation was followed up and resolved, and a note of any action taken and decisions reaches, is kept on a person’s confidential personnel file, and a copy provided to the person concerned. The purpose of the record is to enable accurate information to be given in response to any future request for a reference if the person has moved on. It will provide clarification in cases where a future DBS Disclosure reveals information from the police about an allegation that did not result in a

						criminal conviction. And it will help you prevent unnecessary reinvestigation if, as sometimes happens, an allegation re-surfaces after a period of time. The record should be retained at least until the person has reached normal retirement age or for a period of 10 year form the date of the allegation if that is longer.”
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2. Governors

	Basic file description	DP Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record	
2.1	Minutes					
	<ul style="list-style-type: none"> Principal set (signed) 	No		Date of meeting + 6 years	Retain in school for 6 years from date of meeting.	Archive electronically
	<ul style="list-style-type: none"> Inspection copies 	No		Date of meeting + 6 years	Retain in school for 6 years from date of meeting.	Archive electronically
2.2	Agendas	No		Date of meeting + 6 years	Retain in school for 6 years from date of meeting.	Archive electronically
2.3	Reports	No		Date of report + 6 years	Retain in school for 6 years from date of meeting.	Archive electronically
2.4	Annual Parents' meeting papers	No		Date of meeting + 6 years	Retain in school for 6 years from date of meeting.	Archive electronically
2.5	Instruments of Government	No		Permanent	Retain in school whilst school is open.	Archive electronically
2.6	Trusts and Endowments	No		Permanent	Retain in school whilst operationally required.	Archive electronically
2.7	Action Plans	No		Date of action plan + 3 years	SHRED	
2.8	Policy documents	No		Expiry of policy	Retain in school whilst policy is operational (this includes if the expired policy is part of a past decision making process).	Archive electronically
2.9	Complains files	Yes		Date of resolution of complain + 6 years	Retain in school for the first 6 years. Review for further retention in	

					the case of contentious disputes SHRED routine complaints.	
2.10	Annual Reports required by the Department for Education and Skills	No		Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002.SI 2002 No 1171	Date of report + 10 years	Archive electronically

3. Management

	Basic file description	DP Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record	
3.1	Minutes of the Senior Leadership Team and other internal administrative bodies	Yes		Date of the meeting + 5 years	Retain in the school for 5 years from the meeting.	Archive electronically
3.2	Reports made by the Headteacher or the leadership team	Yes		Date of report + 3 years	Retain in the school for 3 years from the meeting.	Archive electronically
3.3	Records created by Headteachers, Deputy Headteachers, Heads of Year and other members of staff with administrative responsibilities	Yes		Closure of file + 6 years	SHED	

3.4	Correspondence by Headteachers, Deputy Headteachers, Heads of Year and other members of staff with administrative responsibilities	No		Date of correspondence + 3 years	SHRED	
3.5	Professional development plans	Yes		Closure + 6 years	SHRED	
3.6	School development plans	No		Closure + 6 years	Review	
3.7	Admissions – if the admission is successful	Yes		Admission + 1 year	SHRED	
3.8	Admissions – if the admission is unsuccessful	Yes		Resolution of case + 1 year	SHRED	
3.9	Admissions – Secondary Schools – Casual	Yes		Current year + 1 year	SHRED	
3.10	Proofs of address supplied by parents as part of the admissions process	Yes		Current year + 1 year	SHRED	

4. Pupils

	Basic file description	DP Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record	
4.1	Admission registers	Yes		Date of last entry in the book (or file) + 6 years	Retain in the school for 6 years from the date of the last entry.	Archive electronically
4.2	Attendance registers	Yes		Date of register + 3 years	SHRED (If these records are retained electronically any backup copies should be destroyed at the same time).	
4.3	Pupil files	Yes				
4.3a	<ul style="list-style-type: none"> Primary 			Retain for the time which the pupil remains at the primary school.	Transfer to the secondary school (or other primary school) when the child leaves the school. In the case of exclusion it may be appropriate to transfer the record to the Behaviour Service.	
4.3b	<ul style="list-style-type: none"> Secondary 		Limitation Act 1990	DOB of the pupil + 25 years ¹	SHRED	
4.4	Special Educational Needs files, reviews and Individual Education Plans	Yes		DOB of the pupil + 25 years the reviews	SHRED	
4.5	Letters authorising absence	No		Date of absence + 2 years	SHRED	
4.6	Absence records			Current year + 6 years	SHRED	

¹ In the case of exclusion it may be appropriate to transfer the record to the Behaviour Service

4.7	Examination results	Yes				
4.7a	<ul style="list-style-type: none"> Public 	No		Year of examination + 6 years	SHRED	Any certificates left unclaimed should be returned to the appropriate Examination Board.
4.7b	<ul style="list-style-type: none"> Internal examination results 	Yes		Current year + 5 years ²		
4.8	Any other records created in the course of contact with pupils	No		Current year + 3 years	Review at the end of 3 years and either allocate a further retention period or SHRED.	
4.9	Statement maintained under The Education Act 1996 – Section 324	Yes	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years	SHRED unless legal action is pending.	
4.10	Proposed statement or amended statement	Yes	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years	SHRED unless legal action is pending.	
4.11	Advice and information to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	Closure + 12 years	SHRED unless legal action is pending.	
4.12	Accessibility Strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	Closure + 12 years	SHRED unless legal action is pending.	
4.13	Children’s SEN files	Yes		DOB of pupil + 25 years then review – it may be appropriate to add an additional retention period in certain cases.	SHRED unless legal action is pending.	

4.14	Parental permission slips for school trips – where there has been no major incident	Yes		Conclusion of the trip	SHRED	
4.15	Parental permission slips for school trips – where there has been a major incident	Yes	Limitation Act 1980	DOB of the pupil involved in the incident + 25 years. The permission slips for all pupils on the trip need to be retained to show that the rules had been followed for all pupils.	SHRED	
4.16	Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Primary Schools	No	3 part supplement to the Health & Safety of Pupils on Educational Visits (HASPEV) (1998).	Date of visit + 14 years ³	N	SHRED or delete securely
4.17	Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Secondary Schools	No	3 part supplement to the Health & Safety of Pupils on Educational Visits (HASPEV) (1998).	Date of visit + 10 years ⁴	N	SHRED or delete securely
4.18	Walking Bus registers	Yes		Date of register + 3 years This takes into account the fact that if there is an incident	SHRED (if these records are trained electronically any backup copies should	

³ This retention period has been set in agreement with the Safeguarding Children's Officer

⁴ This retention period has been set in agreement with the Safeguarding Children's Officer

				requiring an accident report the register will be submitted with the accident report and kept for the period of time required for accident reporting.	be destroyed at the same time).	
4.19a	Photographs and video recordings for the purpose of media	Yes		Images taken for 'media use' or 'educational purposes' will be deleted after seven years or retained for the school archives.	DOB +25years	SHRED
4.19b	Photographs and video recordings	Yes		Hard copies of photos and video recordings held by the school will be annotated with the date on which they were taken and they will not be used other than for their original purpose, unless permission is sought from the Headteacher/Principal and parents of the pupils involved.	N	
4.19c	Photographs and video recordings	Yes		When a parent withdraws consent, it will not affect the use of any images or videos for which consent had already been obtained. Withdrawal of consent will only affect further processing.	When consent has been withdrawn	SHRED/ELECTRONICALLY DESTROY

5. Curriculum

	Basic file description	DP Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
5.1	Curriculum development	No		Current year + 6 years	SHRED
5.2	Curriculum reports	No		Current year + 3 years	SHRED
5.3	School syllabus	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SHRED.
5.4	Schemes of work	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SHRED.
5.5	Timetable	No		Current Year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SHRED.
5.6	Class record books	No		Current Year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SHRED.
5.7	Mark books	No		Current Year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SHRED.
5.8	Record of homework set	No		Current Year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SHRED.
5.9	Pupils' work	No		Current Year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SHRED.
5.10	Examination results	Yes		Current year + 6 years	SHRED
5.11	SATS records	Yes		Current year + 6 years	SHRED
5.12	PAN reports	Yes		Current year + 6 years	SHRED
5.13	Value added records	Yes		Current year + 6 years	SHRED

6. Personnel Records held in Schools

	Basic file description	DP Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
6.1	Timesheets, sick pay	Yes	Financial Regulations	Current year+ 6 years	SHRED
6.2	Staff Personal files (including those of deceased persons)	Yes		Termination + 7 years	SHRED
6.3	Interview notes and recruitment records	Yes		Date of interview + 6 months	SHRED
6.4	Pre-employment vetting information (including DBS checks)	No	DBS guidelines	Date of check + 6 months	SHRED (by the designated member of staff).
6.5	Disciplinary proceedings:	Yes	Where the warning relates to child protection issues see 1.2. If the disciplinary proceedings relate to a child protection matter please contact your Safeguarding Children Officer for further advice.		
6.5a	• Verbal Warning			Date of warning + 6 months	SHRED
6.5b	• Written warning – level one			Date of warning + 6 months	SHRED
6.5c	• Written warning – level two			Date of warning + 12 months	SHRED
6.5d	• Final warning			Date of warning + 18 months	SHRED
6.5e	• Case not found			If child protection related please see 1.2 otherwise shred immediately at the conclusion of the case.	SHRED
6.6	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.	SHRED
6.7	Annual appraisal/assessment records	No		Current year + 5 years	SHRED
6.8	Salary Records	Yes		Last date of employment + 85 years	SHRED

6.9	Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960). Revised 1999 (SI 1999/567)	Current year + 3 years	SHRED
6.10	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes		Current year + 6 years	SHRED
6.11	Proofs of identity collected as part of the process of checking "portable" DBS	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.	
6.12	Email accounts	Yes		De-activate account at date of termination of employment. Archive until current year + 6 years	ELECTRONICALLY DESTROY

7. Health and Safety

	Basic file description	DP Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
7.1	Accessibility Plans		Disability Discrimination Act	Current year + 6 years	SHRED
7.2	Accident Reporting		Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980		
7.2a	<ul style="list-style-type: none"> • Adults 	Yes		Date of incident + 7 years	SHRED
7.2b	<ul style="list-style-type: none"> • Children 	Yes		DOB of child + 25 years	SHRED
7.3	COSHH			Current year + 10 years (where appropriate an additional retention period may be allocated).	SHRED
7.4	Incident reports	Yes		Current year + 20 years	SHRED
7.5	Policy Statements			Date of expiry + 1 year	SHRED
7.6	Risk Assessments			Current year + 3 years	SHRED
7.7	Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos			Last action + 40 years	SHRED
7.8	Process of monitoring of areas where employees and persons are likely to have come in contact with radiation			Last action + 50 years	SHRED
7.9	Fire Precautions log books			Current year + 6 years	SHRED

8. Administrative

	Basic file description	DP Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record	
8.1	Employer's Liability certificate			Closure of the school + 40 years	SHRED	
8.2	Inventories of equipment and furniture			Current year + 6 years	SHRED	
8.3	General file series			Current year + 5 years	Review to see whether a further retention period is required.	Electronically archive.
8.4	School brochure or prospectus			Current year + 3 years		Electronically archive.
8.5	Circulars (staff/parents/pupils)			Current year + 1 year	SHRED	
8.6	Newsletters, ephemera			Current year + 1 year	Review to see whether a further retention period is required.	Electronically archive.
8.7	Visitors register to site records			Current year + 2 years	Review to see whether a further retention period is required.	Electronically archive.

9. Finance

	Basic file description	DP Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record	
9.1	Annual Accounts		Financial Regulations	Current year + 6 years		Electronically archive.
9.2	Loans and grants		Financial Regulations	Date of last payment on loan + 12 years	Review to see whether a further retention period is required.	Electronically archive.
9.3	Contracts					
9.3a	<ul style="list-style-type: none"> Under seal 			Contract completion date + 12 years	SHRED	
9.3b	<ul style="list-style-type: none"> Under signature 			Contract completion date + 6 years	SHRED	
9.3c	<ul style="list-style-type: none"> Monitoring records 			Current year + 2 years	SHRED	
9.4	Copy orders			Current year + 2 years	SHRED	
9.5	Budget reports, budget monitoring etc.			Current year + 3 years	SHRED	
9.6	Invoice, receipts and other records covered by the Financial Regulations		Financial Regulations	Current year + 6 years	SHRED	
9.7	Annual Budget and background papers			Current year + 6 years	SHRED	
9.8	Order books and requisitions			Current year + 6 years	SHRED	
9.9	Delivery Documentation			Current year + 6 years	SHRED	
9.10	Debtors' Records		Limitation Act 1980	Current year + 6 years	SHRED	

9.11	School Fund – cheque books			Current year + 6 years	SHRED	
9.12	School Fund – paying in books			Current year + 6 years then review	SHRED	
9.13	School Fund – ledger			Current year + 6 years the review	SHRED	
9.14	School Fund – invoices			Current year + 6 years then review	SHRED	
9.15	School Fund – receipts			Current year + 6 years then review	SHRED	
9.16	School Fund – bank statements			Current year + 6 years then review	SHRED	
9.17	School Fund – school journey books			Current year + 6 years then review	SHRED	
9.18	Applications for free school meals, travel, uniforms etc.			Whilst child at school	SHRED	
9.19	Student grant applications			Current year + 3 years	SHRED	
9.20	Free school meals registers	Yes	Financial Regulations	Current year + 6 years	SHRED	
9.21	Petty cash books		Financial Regulations	Current year + 6 years	SHRED	

10. Property

	Basic file description	DP Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record	
10.1	Title Deeds			Permanent	Permanent These should follow the property unless the property has been registered at the Land Registry.	Electronically archive.
10.2	Plans			Permanent	Retain in school whilst operational	Electronically archive.
10.3	Maintenance and contractors		Financial Regulations	Current year + 6 years	SHRED	
10.4	Leases			Expiry of lease + 6 years	SHRED	
10.5	Lettings			Current year + 3 years	SHRED	
10.6	Burglary, theft and vandalism report forms			Current year + 6 years	SHRED	
10.7	Maintenance log books			Last entry + 10 years	SHRED	
10.8	Contractors' Reports			Current year + 6 years	SHRED	

11. Local Education Authority

	Basic file description	DP Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record	
11.1	Secondary transfer sheets (Primary)	Yes		Current year + 2 years	SHRED	

12. Department for Children, Schools and Families

	Basic file description	DP Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record	
12.1	HMI reports			These do not need to be kept any longer		Electronically archive.
12.2	OFSTED reports and papers			Replace former report with any new inspection report	Review to see whether a further retention period is required.	Electronically archive.
12.3	Returns			Current year + 6 years	SHRED	
12.4	Circulars from Department for Children, Schools and Families			Whilst operationally required	Review to see whether a further retention period is required.	Electronically archive.

13. Connexions/YPSS

	Basic file description	DP Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
13.1	Service level agreements			Until superseded	SHRED
13.2	Work Experience agreement			DOB of child + 18 years	SHRED

14. School Meals

	Basic file description	DP Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record	
14.1	Dinner Register				Current + 3 years	SHRED
14.2	School Meals Summary Sheets				Current + 3 years	SHRED

15. Family Liaison Officers and Parent Support Assistants

	Basic file description	DP Issues	Statutory Provisions	Retention Period (operational)	Method of Disposal
15.1	Day Books	Yes		Current year + 2 years then review	SHRED
15.2	Reports of outside agencies – where the report has been included on the case file created by the outside agency	Yes		Whilst the child is attending the school then destroy	SHRED
15.3	Referral forms	Yes		Whilst the referral is current then destroy	SHRED
15.4	Contact database sheets	Yes		Current year then review, if contact is no longer active then destroy	SHRED
15.5	Contact database entries	Yes		Current year then review. If contact is no longer active then destroy.	DELETE
15.6	Group registers	Yes		Current year + 2 years	SHRED