

Registered Address: Mountdale Gardens, Leigh-on-Sea, Essex SS9 4AW

Chief Executive Officer: Mrs. J. Mullan

Telephone: (01702) 524193

Fax: (01702) 526761

SEN Trust Southend



SEN Trust Southend



RECORDS RETENTION AND DISPOSAL POLICY

SEN TRUST SOUTHEND

KINGSDOWN SCHOOL

LANCASTER SCHOOL

ST. NICHOLAS SCHOOL

THE ST. CHRISTOPHER SCHOOL

CREATED:	SEPTEMBER 2018
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SEN Trust Southend Records Management

SEN Trust Southend recognises that, by efficiently managing its records, it will be able to comply with its legal and regulatory obligations and to contribute effective overall management of the Trust. 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.

Scope of the Policy

- 1.1 This policy applies to all records created, received or maintained by staff of the Trust in the course of carrying out its functions.
- 1.2 Records are defined as all those documents which facilitate the business carried out by the Trust 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.

Responsibilities

- 1.3 The Trust has a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Chief Executive Officer in conjunction with the Data Protection Officer.
- 1.4 The person responsible for records management in each 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.
- 1.5 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 Trust's record management guidelines.

Information Security and Business Continuity

- 1.6 The Trust will undertake regular backups of all information held electronically to enable restoration of the data in the event of an environmental or data corruption incident.
- 1.7 Each school tests that data can be restored from a backup on a regular basis.
- 1.8 Personal information is not stored on the hard drive of any laptop or PC unless the device is running encryption software.
- 1.9 The Trusts Bring Your Own Device Policy outlines how data can be accessed and stored on personal devices.
- 1.10 Each school ensures that data is subject to a robust password protection regime. Password sharing is not encouraged. Staff are required to lock their PCs when they are away from their desks to prevent unauthorised use.
- 1.11 Each school ensures that the server environment is managed to prevent access by unauthorised people.

Managing Pupil Records

The pupil record should be seen as the core record charting an individual pupil's progress through the education system. The pupil record should accompany the pupil to every school they attend and should contain information that is accurate, objective and easy to access.

Recording Information

Pupils have a right of access to their educational record and so do their parents under the Education (Pupil Information) (England) Regulations 2005. Under the Data Protection Act 1998 a pupil or their nominated representative has a right to see information held about them. This right exists until the point that the file is destroyed. Therefore, it is important to remember that all information should be accurately recorded, objective in nature and expressed in a professional manner.

Creating a file

This section relates to both paper and electronic pupil files.

The pupil record starts when a file is created (opened) for each new pupil as they begin school. This is the file that will follow the pupil for the rest of his/her school life. At SEN Trust Southend we include the following information on the front of the hard copy pupil file:

- Surname
- Forename
- Date of Birth
- Unique Pupil Number
- A note of the date when the file was opened (and closed if appropriate)

Inside the front cover the following information should be easily accessible:

- Pupil Name
- Address
- Telephone Number
- Mother's contact number and time
- Father's contact number and time
- Name and address of any other person who has agreed to charge of the child until a parent reaches home
- Date of birth
- Admission number
- Date of entry
- Date of leaving
- Emergency contact details (including name of pupil's doctor)
- Language of home (if other than English)
- Allergies or other medical conditions that it is important to be aware of

File Contents

The pupil record includes the following contents:-

- Record of transfer from early years provision
- Admission Form
- Consents
- Any information relating to a major incident concerning the child
- Annual reports
- Information about Educational Health Care Plans in place
- Any relevant medical information
- Any child protection reports/disclosures (kept in a sealed envelope)
- Information relating to any exclusions (fixed or permanent)

- Individual specific correspondence with parents or external agencies relating to major incidents
- Details of complaints made by the pupil and/or parents
- Any reports written about the child

The following pupil information should be kept separate from the pupil file as they are subject to shorter retention periods:-

- Absence notes
- Parental consent forms (for trips/outings)
- Correspondence with parents about minor issues
- Accident forms (unless a major accident)

Transferring the file to another school / provision

SEN Trust Southend does not retain any pupil files when pupils leave the school unless there is any ongoing legal action. Custody of and responsibility for the records passes to the school that the pupil transfers to.

Files will not be sent by post wherever possible. In the event that they are sent by post they should be sent by registered post with an accompanying list of the files. The school receiving the files should sign the list to say that they have been received and return it to the school. Where possible, SEN Trust Southend will arrange for pupil files to be delivered by hand or through the local authority internal courier system.

Electronic documents held by SEN Trust Southend are destroyed once the pupil leaves.

Storage of pupil files

All pupil records at schools within SEN Trust Southend are held securely. Paper files are stored in locked cupboards where access is managed by the admin team. All electronic records are held securely on the school's management information system with appropriate access levels as determined by the Headteacher.

Access arrangements are made ensuring that confidentiality is maintained whilst equally enabling information to be shared lawfully and appropriately, and to be accessible for those who need to see it. Staff are encouraged not to take personal data on staff or students offsite unless there is no alternative.

Disposal of records which have reached the end of their administrative life

This section outlines how records, whether electronic or paper, are disposed of once they have reached the end of their administrative life [detailed in the records retention schedule].

SEN Trust Southend is committed to complying with data protection requirements by ensuring that are no longer required are reviewed as soon as possible so that only the appropriate records are destroyed.

Safe disposal of records

All records containing personal or sensitive information are shredded to ensure reconstruction is not possible. In the event that records are identified as to be destroyed but have not yet been done so, and a request for the records is received, they must still be provided.

Prior to records being destroyed authorisation is to be sought from a senior member of staff.

Retention periods

Retention of records differ according to type. The schedule on the following pages outlines the retention period required for different records. Some of the retention periods are governed by statute, others are guidelines following best practice. Every effort has been made to ensure that these retention periods are compliant with the requirements of the Data Protection Act. The schedule refers to all information, regardless of the media in which it is stored.

The schedule has been divided into five sections:-

1. Management of the school
2. Human resources
3. Financial management of the school
4. Property management
5. Pupil management
6. Curriculum management
7. Extra Curricular Activities
8. Central Government and Local Authority

SEN Trust Southend

Records Retention Schedule

1. Management of the school

1.1 Members / Trustees / Governing Body Meetings					
	Basic file description	Data protection issues	Statutory provisions	Retention period	Action at the end of the administrative life
1.1.1	Agendas of Members / Trustees / Governing Body meetings	There may be data protection issues if the meeting is dealing with confidential issues relating to staff		Date of meeting + 3 years. One copy retained with the master set of minutes. All other copies can be disposed of.	Secure disposal
1.1.2	Minutes of Members / Trustees / Governing Body meetings – Principal Set signed by the chair	There may be data protection issues if the meeting is dealing with confidential issues relating to staff		Principal Set - To be kept permanently Inspection Copies – Date of meeting + 3 years	Secure disposal
1.1.3	Reports presented to the Members / Trustees / Governing Body	There may be data protection issues if the meeting is dealing with confidential issues relating to staff		Date of report + 6 years. However, if the minutes refer directly to individual reports the reports should be kept permanently	Secure disposal or retained with signed minutes
1.1.4	Instrument of Government and Articles of Association	No		Permanent	N/A
1.1.5	Action Plans created and administered by the Members / Trustees / Governing Body	No		Life of the action plan + 3 years	Secure disposal
1.1.6	Policy documents created and administered by the Members / Trustees / Governing Body	No		Life of the policy + 3 years	Secure disposal

1.1 Members / Trustees / Governing Body Meetings					
	Basic file description	Data protection issues	Statutory provisions	Retention period	Action at the end of the administrative life
1.1.7	Records relating to complaints dealt with by the Members / Trustees / 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
1.1.8	Proposals concerning the change of status of the Trust	No		Date of proposal accepted or declined + 3 years	Secure disposal

1.2 Chief Executive Officer, Headteacher and the Senior Management Team					
	Basic file description	Data protection issues	Statutory provisions	Retention period	Action at the end of the administrative life
1.2.1	Log books of activity in each school maintained by the Chief Executive Officer/ Headteacher	There may be data protection issues if the log book refers to individual pupils or members of staff		Date of last entry of book + 6 years	These could be of permanent historical value and should be offered to the local archives
1.2.2	Minutes of senior leadership team meetings and other internal administrative bodies	There may be data protection issues if the minutes refer to individual pupils or members of staff		Date of the meeting + 3 years then review	Secure disposal
1.2.3	Reports created by the Chief Executive Officer/ Headteacher or senior management team	There may be data protection issues if the report refers to individual pupils or members of staff		Date of report + a minimum of 3 years then review	Secure disposal
1.2.4	Records created by the Chief Executive Officer/ Headteacher, middle management and others with administrative responsibilities	There may be data protection issues if the records refer to individual pupils or members of staff		Current academic year + 6 years then review	Secure disposal

1.2 Chief Executive Officer, Headteacher and the Senior Management Team					
	Basic file description	Data protection issues	Statutory provisions	Retention period	Action at the end of the administrative life
1.2.5	Correspondence created by the Chief Executive Officer/ Headteacher, middle management and others with administrative responsibilities	There may be data protection issues if the correspondence refer to individual pupils or members of staff		Date of correspondence + 3 years then review	Secure disposal
1.2.6	School Development Plans	No		Life of the plan + 6 years	Secure disposal
1.2.7	Professional Development Plans	Yes		Life of the plan + 6 years	Secure disposal

1.3 Admissions					
	Basic file description	Data protection issues	Statutory provisions	Retention period	Action at the end of the administrative life
1.3.1	All records relating to the creation and implementation of each School's Admissions Policy	No	School Admission Code statutory guidance	Life of the policy + 3 years then review	Secure disposal
1.3.2	Admissions if the admission is successful	Yes	School Admission Code statutory guidance	Date of admission + 1 year	Secure disposal
1.3.3	Admissions if the appeal is unsuccessful	Yes	School Admission Code statutory guidance	Resolution of case + 1 year	Secure disposal
1.3.4	Register of admissions	Yes	School attendance: Departmental advice	Every entry in the admissions register must be retained for a period of 3 years after the date on which the entry was made.	Secure disposal
1.3.5	Proof of address supplied by parent on admission	Yes	School Admission Code statutory guidance	Current year + 1 year	Secure disposal
1.3.6	Supplementary information such as religion, medical etc	Yes		Added to pupil file and retained in accordance with pupil file	Secure disposal

1.4 Operational Administration					
	Basic file description	Data protection issues	Statutory provisions	Retention period	Action at the end of the administrative life
1.4.1	General Files	No		Current year + 5 years then review	Secure disposal
1.4.2	Records relating to the creation and publication of the school 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	Visitors' Books and Signing in Sheets	Yes		Current year + 6 years then review	Secure disposal
1.4.6	Records relating to creation and management of Parent Teacher Associations and/or Pupil Associations	Yes		Current year + 6 years then review	Secure disposal

2. Human Resources

2.1 Recruitment					
	Basic file description	Data protection issues	Statutory provisions	Retention period	Action at the end of the administrative life
2.1.1	All records leading up to the appointment of a new Chief Executive Officer/ 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 candidates	Yes		All relevant information added to staff file (see below)	Secure disposal
2.1.4	Pre-employment vetting information – DBS checks	Yes	DBS Update Service Guidance; Keeping Children Safe in Education	School should not keep DBS certificates. If it	

				does it must only be kept for 6 months	
2.1.5	Proofs of identity collected as part of the process of checking “portable” enhanced DBS’	Yes		Where possible these should be checked and a note kept of what has been checked. Paper copies should be kept on the personnel file.	
2.1.6	Pre-employment vetting information – evidence providing the right to work in the UK	Yes	An employer’s guide to the right to work checks (Home Office 2015)	Kept on the personnel file. If kept separately should be retained for termination of employment plus no less than 2 years	

2.2 Operational Staff Management					
	Basic file description	Data protection issues	Statutory provisions	Retention period	Action at the end of the administrative life
2.2.1	Staff Personnel File	Yes	Limitation Act 1980 (Section 2)	Termination of Employment + 7 years	Secure disposal
2.2.2	Timesheets, sick pay	Yes		Current year + 6 years	Secure disposal
2.2.3	Annual Appraisal 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	Action at the end of the administrative life
2.3.1	Allegation of a child protection nature against a member of staff including where the allegation is unfounded	Yes	“Keeping children safe in education Statutory guidance for schools and colleges Sept ‘16”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children Apr ‘18”	Until the person’s normal retirement age or 10 years from the date of the allegation whichever is the longer then review. <i>(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</i>	Secure disposal

2.3 Management of Disciplinary and Grievance Processes					
	Basic file description	Data protection issues	Statutory provisions	Retention period	Action at the end of the administrative life
				<i>copy provided to the person concerned).</i>	
2.3.2	Disciplinary proceedings	Yes			
	Oral warning	Yes		Date of warning + 6 months	Secure disposal
	Written warning level 1	Yes		Date of warning + 6 months	
	Written warning level 2	Yes		Date of warning + 12 months	
	Final warning	Yes		Date of warning + 18 months	
	Case not found	Yes		If the incident is child protection related then see above otherwise dispose of at the conclusion of the case	Secure disposal

2.4 Health and Safety					
	Basic file description	Data protection issues	Statutory provisions	Retention period	Action at the end of the administrative life
2.4.1	Health and Safety Policy Statements	No		Life of policy + 3 years	Secure disposal
2.4.2	Health and Safety Risk Assessments	Yes		Life of risk assessment + 3 years	Secure disposal
2.4.3	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
2.4.4	Accident reporting	Yes	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980		Secure disposal
	Adults			Date of the incident + 7 years	
	Children			DOB of the child + 25 years	

2.4 Health and Safety					
	Basic file description	Data protection issues	Statutory provisions	Retention period	Action at the end of the administrative life
2.4.5	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 + 10 years	Secure disposal
2.4.6	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
2.4.7	Process of monitoring of areas where employees and persons are likely to have become in contact with radiation	No		Current year + 50 years	Secure disposal
2.4.8	Fire precaution log books	No		Current year + 6 years	Secure disposal

2.5 Payroll and Pensions					
	Basic file description	Data protection issues	Statutory provisions	Retention period	Action at the end of the administrative life
2.5.1	Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)	Current year + 3 years	Secure disposal
2.5.2	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes		Current year + 6 years	Secure disposal

2.6 Other Personnel Records					
	Basic file description	Data protection issues	Statutory provisions	Retention period	Action at the end of the administrative life
2.6.1	Volunteer Personnel Records	Yes		Any relevant papers relating to the engagement of volunteers can be	Secure disposal

2.6 Other Personnel Records					
	Basic file description	Data protection issues	Statutory provisions	Retention period	Action at the end of the administrative life
				retained (as per 2.1) but only for as long as their engagement with the school lasts.	
2.6.2	Governor / Trustee Records	Yes		Any relevant papers relating to the engagement of volunteers can be retained (as per 2.1) but only for their term of office plus 1 year.	Secure disposal
2.6.3	Supply staff / third party workers	Yes		The school should receive written confirmation that all checks have been undertaken, but not copies of the evidence, from the employing organisation. Where copies of such documents are received they must not be retained by the school. The school may retain a copy of the ID documents, but they must be destroyed when the individual ceases working at the school.	Secure disposal

3. Financial Management of the School

3.1 Risk Management and Insurance					
	Basic file description	Data protection issues	Statutory provisions	Retention period	Action at the end of the administrative life
3.1.1	Employer's Liability Insurance Certificate	No		Current year + 6 years	Secure disposal

3.2 Asset Management					
	Basic file description	Data protection issues	Statutory provisions	Retention period	Action at the end of the administrative life
3.2.1	Inventories of furniture and equipment	No		Current year + 6 years	Secure disposal
3.2.2	Burglary, theft and vandalism report forms	No		Current year + 6 years	Secure disposal

3.3 Accounts and Statements including budget management					
	Basic file description	Data protection issues	Statutory provisions	Retention period	Action at the end of the administrative life
3.3.1	Annual accounts	No		Current year + 6 years	Standard disposal
3.3.2	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
3.3.3	Invoices, receipts, order books, requisitions and delivery notes	No		Current financial year + 6 years	Secure disposal
3.3.4	Records relating to the collection and banking of monies	No		Current financial year + 6 years	Secure disposal
3.3.5	Records relating to the identification and collection of debt	No		Current financial year + 6 years	Secure disposal
3.3.6	Loans and grants managed by the Trust	No		Date of last payment on the loan + 12 years then review	Secure disposal
3.3.7	Student grant applications	Yes		Current year + 3 years	Secure disposal

3.4 Contract Management					
	Basic file description	Data protection issues	Statutory provisions	Retention period	Action at the end of the administrative life
3.4.1	Records relating to the management of contracts	No		Contract completion date + 6 years	Secure disposal
3.4.2	All records relating to the management of contracts under seal	No	Limitation Act 1980	Last payment on contract + 12 years	Secure disposal
3.4.3	All records relating to the management of contracts under signature	No	Limitation Act 1980	Last payment on contract + 6 years	Secure disposal

3.5 School Fund					
	Basic file description	Data protection issues	Statutory provisions	Retention period	Action at the end of the administrative life
3.5.1	School Fund Cheque Books	No		Current year + 6 years	Secure disposal
3.5.2	School Fund Paying in books	No		Current year + 6 years	Secure disposal
3.5.3	School Fund invoices	No		Current year + 6 years	Secure disposal
3.5.4	School Fund receipts	No		Current year + 6 years	Secure disposal
3.5.5	School Fund bank statements	No		Current year + 6 years	Secure disposal

3.6 School Meals Management					
	Basic file description	Data protection issues	Statutory provisions	Retention period	Action at the end of the administrative life
3.6.1	Free School Meals registers	Yes		Current year + 6 years	Secure disposal
3.6.2	School meals registers	Yes		Current year + 3 years	Secure disposal
3.6.3	School meals summary sheets	Yes		Current year + 3 years	Secure disposal

4. Property Management

4.1 Health & Safety					
	Basic file description	Data protection issues	Statutory provisions	Retention period	Action at the end of the administrative life
4.1.1	Health and safety policy statements	No		Life of policy + 3 years	Secure disposal

4.1 Health & Safety					
	Basic file description	Data protection issues	Statutory provisions	Retention period	Action at the end of the administrative life
4.1.2	Health and safety risk assessments	No		Life of risk assessment + 3 years	Secure disposal
4.1.3	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
4.1.4	Accident Reporting	Yes	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980		
	Adults	Yes		Date of the incident + 6 years	Secure disposal
	Children	Yes		DOB of the child + 25 years	Secure disposal
4.1.5	Control of Substances Hazardous to Health (COSHH)	No	COSHH 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
4.1.6	Process of monitoring of areas where employees and person 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
4.1.7	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
4.1.8	Fire precautions log books			Current year + 6 years	Secure disposal

4.2 Property Management					
	Basic file description	Data protection issues	Statutory provisions	Retention period	Action at the end of the administrative life
4.2.1	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	
4.2.2	Plan of property belonging to the school	No		These should be retained whilst the building belongs to the school and should be passed on to any new owners if the building is leased or sold	
4.2.3	Leases of property leased by or to the school	No		Expiry of lease + 6 years	Secure disposal
4.2.4	Records relating to the letting of school premises	No		Current financial year + 6 years	Secure disposal

4.3 Maintenance					
	Basic file description	Data protection issues	Statutory provisions	Retention period	Action at the end of the administrative life
4.3.1	All records relating to the maintenance of the school carried out by contractors	No		Current year + 6 years	Secure disposal
4.3.2	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

5. Pupil Management

5.1 Pupil's Education Record					
	Basic file description	Data protection issues	Statutory provisions	Retention period	Action at the end of the administrative life
5.1.1	Pupil's Education Record	Yes	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437	Primary – retain for the time which the pupils remains at the primary school. Secondary – DOB of the pupil + 25 years	SECURE DISPOSAL – these records MUST be shredded
5.1.2	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	
5.1.3	Child protection information held on pupil file	Yes	“Keeping children safe in education Statutory guidance for schools and colleges Sept ‘16”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children Apr ‘18”	If any records relating to child protection issues are placed on the pupil file, it should be in a sealed envelope and retained for the same period of time as the pupil file.	SECURE DISPOSAL – these records MUST be shredded
5.1.4	Child protection information held in separate files	Yes	“Keeping children safe in education Statutory guidance for schools and colleges Sept ‘16”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children Apr ‘18”	DOB of the child + 25 years then review.	SECURE DISPOSAL – these records MUST be shredded

5.2 Attendance					
	Basic file description	Data protection issues	Statutory provisions	Retention period	Action at the end of the administrative life
5.2.1	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 3 years after the date on which the entry was made.	Secure disposal
5.2.2	Correspondence relating to authorised absences	Yes	Education Act 1996 Section 7	Current academic year + 2 years	Secure disposal

5.3 Special Educational Needs					
	Basic file description	Data protection issues	Statutory provisions	Retention period	Action at the end of the administrative life
5.3.1	SEN files, reviews and Educational Health Care Plans	Yes	Limitation Act 1980 (Section 2), Special Educational Needs and Disability Act 2001 Section 1	DOB of the pupil +25 years <i>NOTE: This retention period is the minimum period that any pupil file should be kept. Some authorities choose to keep SEN files for a longer period of time to defend themselves in a "failure to provide a sufficient education" case. There is an element of business risk analysis involved in any decision to keep the records longer than the minimum retention period and this should be documented.</i>	Secure disposal unless the document is subject to a legal hold
5.3.2	Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement	Yes	Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1	Date of birth of the pupil + 30 years [This would normally be retained on the pupil file]	Secure disposal unless the document is subject to a legal hold

5.3 Special Educational Needs					
	Basic file description	Data protection issues	Statutory provisions	Retention period	Action at the end of the administrative life
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 + 12 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	Yes	Special Educational Needs and Disability Act 2001 Section 2	Date of birth of the pupil + 12 years [This would normally be retained on the pupil file]	Secure disposal unless the document is subject to a legal hold

6. Curriculum Management

6.1 Statistics and Management Information					
	Basic file description	Data protection issues	Statutory provisions	Retention period	Action at the end of the administrative life
6.1.1	Curriculum returns	No		Current year + 3 years	Secure disposal
6.1.2	Examination results (schools copy) SATS results	Yes		Current year + 6 years	Secure disposal
6.1.3	Published Admission Number (PAN) reports	Yes		Current year + 6 years	Secure disposal
6.1.4	Value added and contextual data	Yes		Current year + 6 years	Secure disposal
6.1.5	Self Evaluation Forms	Yes		Current year + 6 years	Secure disposal

6.2 Implementation of Curriculum					
	Basic file description	Data protection issues	Statutory provisions	Retention period	Action at the end of the administrative life
6.2.1	Schemes of Work	No		Current year + 1 year	Secure disposal
6.2.2	Timetable	No		Current year + 1 year	
6.2.3	Class Record books	No		Current year + 1 year	
6.2.4	Mark Books	No		Current year + 1 year	
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	

6.2 Implementation of Curriculum					
	Basic file description	Data protection issues	Statutory provisions	Retention period	Action at the end of the administrative life
				to the pupil at the end of the academic year. Where it is kept at school it shall be retained for current year + 1 year	

7. Extra Curricular Activities

7.1 Educational Visits outside the classroom					
	Basic file description	Data protection issues	Statutory provisions	Retention period	Action at the end of the administrative life
7.1.1	Records created by schools to obtain approval to run an Educational Visit outside the Classroom	No	Outdoor Education Advisers' Panel National Guidance website http://oeapng.info specifically Section 3 - "Legal Framework and Employer Systems" and Section 4 - "Good Practice"	Primary - Date of visit + 14 years Secondary – Date of visit + 10 years	Secure disposal
7.1.2	Parental consent forms for school trips where there has been no major incident	Yes		Conclusion of trip	Secure disposal
7.1.3	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					
	Basic file description	Data protection issues	Statutory provisions	Retention period	Action at the end of the administrative life
7.2.1	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

7.3 Family Liaison Officers and Home School Liaison Assistants					
	Basic file description	Data protection issues	Statutory provisions	Retention period	Action at the end of the administrative life
7.3.1	Day books	Yes		Current year + 2 years then review	Secure disposal
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	Secure disposal
7.3.3	Referral forms	Yes		While the referral is current	Secure disposal
7.3.4	Contact data sheets and database entries	Yes		Current year then review, if contact is no longer active then destroy	Secure disposal
7.3.5	Group registers	Yes		Current year + 2 years	Secure disposal

8. Central Government and Local Authority

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

8.1 Local Authority					
	Basic file description	Data protection issues	Statutory provisions	Retention period	Action at the end of the administrative life
8.1.1	Secondary transfer sheets	Yes		Current year + 2 years	Secure disposal
8.1.2	Attendance returns	Yes		Current year + 1 year	Secure disposal
8.1.3	School Census returns	No		Current year + 5 years	Secure disposal
8.1.4	Circulars and other information sent from the LA	No		Operational Use	Secure disposal

8.2 Central Government					
	Basic file description	Data protection issues	Statutory provisions	Retention period	Action at the end of the administrative life
8.2.1	Ofsted reports and papers	No		Life of the report then review	Secure disposal
8.2.2	Returns made to central government	No		Current year + 6 years	Secure disposal
8.2.3	Circulars and other information sent from central government	No		Operational use	Secure disposal