

Records Management Policy and Document Retention Schedule



Bucklesham Primary School 2021- 2022

History of Document

Issue No	Author/Owner	Date written	Date Approved by Governors	Comments	Review
1	Tracey Riches	Oct 2020		Based on IRMS Toolkit for Schools 2019 documentation	Nov 21
2	Tracey Riches	Nov 21	25.11.21		Nov 22

Signed: Name:

1. Introduction

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

2. Scope of the Policy

This policy applies to all records created, received or maintained by permanent and temporary staff of the school in the course of carrying out its functions. Also, by any agents, contractors, consultants or third parties acting on behalf of the school.

Records are defined as all those documents which facilitate the business carried out by the school and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronic format e.g. paper documents, scanned documents; emails which document business activities and decisions; audio and video recordings; text messages; notes of telephone, Zoom, Skype conversations; spreadsheets; Word documents; presentations etc.

3. Responsibilities

- 3.1 The governing body of Bucklesham Primary School has a statutory responsibility to maintain the school records and record keeping systems in accordance with the regulatory environment specific to the school. The responsibility is delegated to the Headteacher.
- 3.2 The person responsible for day-to-day operational management in the school will give guidance on 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.
- 3.3 The school will manage and document its records disposal process in line with the Document Retention Schedule below. This will help to ensure that it can meet Freedom of Information requests and respond to requests to access personal data under data protection legislation (Subject Access Requests 'SARs').

- 3.4 Individual staff and employees must ensure, with respect to records for which they are responsible, that they:
- 3.4.1 manage the school's records consistently in accordance with the school's policies and procedures;
 - 3.4.2 properly document their actions and decisions;
 - 3.4.3 hold personal information securely;
 - 3.4.4 only share personal information appropriately and do not disclose it to any unauthorised third party; and
 - 3.4.5 dispose of records securely in accordance with the Document Retention Schedule.

4. Relationship with Existing Policies

This policy has been drawn up within the context of:

- Freedom of Information Policy; and
- Data Protection Policy.

5. Document Retention Schedule

Extract from the Information Management Toolkit for schools 2016

Record	Personal Data Category	Retention Period
Governance		
Instruments of government including Articles of Association	N/A	For the life of the school
Records relating to the election of parent and staff governors not appointed by the governors	Personal data	Data of election + 6 months
Records relating to the terms of office of serving governors, including evidence of appointment	Personal data	Date appointment ceases + 6 years
Records relating to governor declaration against disqualification criteria	Personal data	Date appointment ceases + 6 years
Records relating to the election of chair and vice chair	N/A	Once the decision has been recorded in the minutes, the records relating to the election can be destroyed.
Records relating to the appointment of a clerk to the governing body	Personal data	Date on which clerk appointment ceases + 6 years
Records relating to the training required and received by governors	N/A	Data governor steps down + 6 years
Records relating to the induction programme for new governors	N/A	Date appointment ceases + 6 years
Records relating to DBS checks carried out on clerk and members of the governing body	Personal data	Date appointment ceases + 6 years

Governor personnel files	Personal data	Date appointment ceases + 6 years
Scheme of delegation and terms of reference for committees	N/A	Until superseded or whilst relevant
Meetings schedule	N/A	Current year
Register of Interests (governors and staff)	Personal data	6 years + current
Agendas for Governing Body meetings (one copy to be retained with master set of minutes)	Special categories of personal data	PERMANENT
Minutes of Governors Meetings – principal signed set (including confidential minutes/reports)	Special categories of personal data	PERMANENT
Minutes of Governors Meetings – public inspection set (not to include confidential minutes/reports)	N/A	Date of the meeting + 3 years
Records relating to Governor Monitoring Visits	N/A	Date of the visit + 4 years
Management		
Minute/notes of meetings of SLT	Special categories of personal data	Date of the meeting + 3 years
Correspondence sent and received by the Governing Body or Head	N/A	General correspondence should be retained for current year + 3 years
Reports created by SLT	N/A	Date of the report + 3 years
Records created by SLT	N/A	Current year + 6 years
Correspondence created by SLT	N/A	Date of the correspondence + 3 years
Policy documents and action plans	N/A	Until superseded or whilst relevant. All policies relating to safeguarding, child protection or other pupil related issues such as exclusion to be kept + 3 years.
School Development Plan	N/A	Life of the report/policy + 3 years
Proposals relating to the change of status of a maintained school	N/A	Date proposal accepted or declined + 3 years
Records of complaints dealt with by the Governing Body	Special categories of personal data	Date of the resolution of the complaint plus a minimum of 6 years
Records relating to creation of school brochure/website	N/A	Current year +3
Records relating to circulars to staff, parents or pupils	N/A	Current year + 1
School privacy notices	N/A	Until superseded + 6 years
Subject Access Requests	Special categories of personal data	Response and data - 6 months Details of request -current year +1
Newsletters	N/A	Current year + 1
Visitors' signing in book/management system	Personal data	Current year + 6 years
Records relating to creation and management of Friends of School	N/A	Current year + 6 years

Pupils		
All records relating to the creation and implementation of the School Admissions' Policy	N/A	Life of the policy + 3 years
Admissions paperwork	Special categories of personal data	Date of admission + 1 year
Unsuccessful admissions	Special categories of personal data	Resolution of case + 1 year
Supplementary Information form	Special categories of personal data	Retain until point of transfer. For unsuccessful applicants – resolution of case + 1 year
Register of Admissions	Personal data	PERMANENT
Pupil's Educational Record (Curriculum blue file)	Personal data	Retained until point of transfer. If pupil dies whilst at primary school, file should be returned to Local Authority. If pupil transfers to an independent school, transfers to home schooling or leaves the country, the file should be returned to the Local Authority.
Pupil's electronic record (Management Information System)	Special categories of personal data	Retained until point of transfer + 3 months.
Special Educational Needs data (EHCP)	Special categories of personal data	Retained until point of transfer.
Child Protection files	Special categories of personal data	Retained until point of transfer.
Parent/carer contact details	Personal data	Deleted as soon as child leaves the school
Consent forms - residential off-site activities	Special categories of personal data	Conclusion of the trip – except where there has been a major incident – DOB + 25 years
Educational visit paperwork (risk assessments)	N/A	Date of visit + 14 years
Accident reports	Personal data	Adults: Date of the incident + 6 years Children: DOB of the child + 25 years
Attendance registers	Personal data	3 years after the date on which the entry was made
Authorised absence records (Holiday forms)	Personal data	Current academic year + 2 years
SATS results	Personal data	Individual pupils retained until point of transfer.
Curriculum Management		
Curriculum returns	N/A	Current year + 1

SATS results (composite record)	N/A	Current year + 6
Schemes of work	N/A	Current year + 1
Timetables	N/A	Current year + 1
Class record books	N/A	Current year + 1
Mark books	N/A	Current year + 1
Record of homework set	N/A	Current year + 1
Pupils work	N/A	Current year + 1
Staff		
All records leading up to the appointment of a new headteacher	Special categories of personal data	Date of appointment + 6 years
All records leading up to the appointment of a new member of staff – successful candidate	Special categories of personal data	All relevant information should be added to staff personal file (see below) and all other information retained for 6 months
All records leading up to the appointment of a new member of staff – unsuccessful candidates	Special categories of personal data	Date of appointment of successful candidate + 6 months
Pre-employment vetting information – DBS checks – successful candidates	Personal data	Application forms, references and other documents for the duration of the employee's employment + 6 years
Forms of proof of identity collected as part of the process of checking 'portable' enhanced DBS disclosure	Personal data	Where possible this process should be carried out using an online system. If it is necessary to take a copy of communication then it should be retained on the staff personal file.
Pre-employment vetting information – evidence providing the right to work in the UK – successful candidates	Personal data	Where possible these documents should be added to the staff personnel file, but if they are kept separately then the Home Office requires that the documents are kept for termination of employment +not less than 2 years.
Staff Personal File	Special categories of personal data	Termination of appointment + 6 years
Performance management review records and CPD data	Personal data	Current year + 6 years
Sickness absence monitoring	Special categories of personal data	Current year + 3 years
Staff training – where the training leads to continuing professional development	N/A	Length of time required by the professional body
Staff training – except where dealing with children e.g. first aid or health and safety	N/A	Should be retained on personnel file
Staff training – where the training relates to children e.g. safeguarding or other child related training	N/A	Date of the training + 40 years

Timesheets	Special categories of personal data	Current year + 3 years
Maternity Pay Records	Personal data	Current year + 3 years
Sickness records	Special categories of personal data	Current year + 3 years
Allegation of a child protection nature against a member of staff, including where the allegation is unfounded	Personal data	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
Disciplinary records	Personal data	Oral warning: date of warning + 6 months Written warning – level 1: date of warning + 6 months Written warning – level 2: date of warning + 12 months Final warning: date of warning + 18 months
Health and Safety		
Incident Report Form – children	Special categories of personal data	DOB + 25 years
Incident Report Form – adults	Special categories of personal data	Date of incident + 12 years (longer for serious accidents)
HSE Accident reporting - Adults	Special categories of personal data	Date of incident + 6 years
HSE Accident reporting – children	Special categories of personal data	DOB + 25 years
Health and Safety Policy Statements	N/A	Life of policy + 3 years
Health and Safety Risk Assessments	N/A	Life of risk assessment + 3 years
Control of Substances Hazardous to Health (COSHH)	N/A	Current year + 40 years
Asbestos log book	N/A	Last action + 40 years
Process of monitoring of areas where employees and persons are likely to have become in contact with radiation	N/A	Last action + 50 years
Fire precaution log books (including fire risk assessment)	N/A	Current year + 6 years
Financial Management of the School		
Employer's Liability Insurance Certificate	N/A	Closure of the school + 40 years
Inventories of furniture and equipment	N/A	Current year + 6 years

Burglary, theft and vandalism report forms	N/A	Current year + 6 years
Annual Accounts	N/A	Current year + 6 years
Loans and grants managed by the school	N/A	Last payment + 12 years
Budget plan and associated paperwork	N/A	Current financial year + 3 years
Cashless payment systems	Personal data	Deleted as soon as child leaves the school
Invoices, receipts, order books, requisitions and delivery notes	N/A	Current financial year + 6 years
Records relating to the collection and banking of monies	N/A	Current financial year + 6 years
Debt incurred, e.g. Dinner Money	Personal data	Current financial year + 6 years
Staff cost calculations for budget setting	Personal data	Current financial year + 6 years
School letting information	Personal data	Current year + 6 years
All records relating to management of contracts under seal	N/A	Last payment + 12 years
All records relating to management of contracts under signature	N/A	Last payment + 6 years
Contract monitoring records	N/A	Current year + 2 years
Student Grant applications	Personal data	Current year + 3 years
Free School Meals Registers	Personal data	Current year + 6 years
Pupil Premium Fund records	Personal data	Current year + 6 years
All records relating to management of contracts under seal	N/A	Last payment on the contract + 12 years
All records relating to the management of contracts under signature	N/A	Last payment on the contract + 6 years
Records relating to the monitoring of contracts	N/A	Life of contract + 6 or 12 years
Property Management		
Title deeds of property	N/A	PERMANENT
Plans of property	N/A	PERMANENT
Leases of property leased by the school	N/A	Expiry of lease + 6 years
Records relating to letting of the school premises (lettings policy, booking form, insurance, safeguarding policy)	N/A	Current year + 6 years
Records relating to the maintenance of the school by contractors and employees (Premises Log Book)	N/A	Current year + 6 years
Local Authority and Central Government		
Secondary Transfer Sheets	Personal data	Current year + 2 years
Attendance Returns	Personal data	Current year +1 year
School Census Returns	No	Current year + 5 years
Circulars and other information sent from the Local Authority	No	Operational use

OFSTED reports and papers	No	Life of the report then REVIEW
Returns made to central government	No	Current year + 6 years
Circulars and other information sent from central government	No	Operational use