

BROOKLAND INFANT AND NURSERY SCHOOL



DATA RETENTION POLICY

Issue Date:

Review Period:

Last Reviewed:

1. The purpose of the retention schedule

Under the Freedom of Information Act 2000, schools are required to maintain a retention schedule listing the record series which the school creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use.

Members of staff are expected to manage their current record keeping systems using the retention schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems.

The retention schedule refers to all information, regardless of the media in which they are stored.

2. Benefits of a retention schedule

There are a number of benefits which arise from the use of a complete retention schedule:

- a. The General Data Protection Regulation and the Freedom of Information Act require a retention schedule to be in place.
- b. Members of staff can be confident about destroying information at the appropriate time.
- c. Information which is subject to Freedom of Information and Data Protection legislation will be available when required.
- d. The school is not maintaining and storing information unnecessarily.

3. Maintaining and amending the retention schedule

Where appropriate the retention schedule will be reviewed and amended to include any new record series created and remove any obsolete record series.

4. What to do with records once they have reached the end of their administrative life

4a Destruction of records

Where records have been identified for destruction they should be disposed of in an appropriate way. All records containing personal information, or sensitive policy information should be shredded before disposal (if possible).

5. Useful Contacts

If you have any questions or queries regarding this Retention Policy please email sbm@brooklandinfants.herts.sch.uk

Brookland Infant and Nursery School - RETENTION SCHEDULE

Pupils				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Admission Registers	Yes		6 years	Electronic version stored within database – waiting for guidance on destruction Paper copy - SHRED
Attendance registers	Yes		Date of register + 3 years	All electronic copies - DESTROY Any paper copies - SHRED
Pupil record files	Yes		Retain for the time which the pupil remains at the school	Transfer electronically to next school Shred any paper records not passed to next school
Special Educational Needs files, reviews and Individual Education Plans	Yes		DOB of the pupil + 25 year	SHRED
Letters about attendance & absence	No		Retain for the time which the pupil remains at the school	SHRED
SATs papers	Yes			
Statement/EHCP maintained under The Education Act 1996 - Section 324	Yes	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years	DESTROY unless legal action is pending
Advice and information to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	Closure + 12 years	DESTROY unless legal action is pending
Accessibility Strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	Closure + 12 years	DESTROY unless legal action is pending
Children SEN Files	Yes		Closure + 35 years	DESTROY unless legal action is pending
Child Protection files	Yes		Keep while child is at the school	Must be passed on to the next school in a secure way

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Governors				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Minutes <ul style="list-style-type: none"> • Principal set (signed) • Inspection copies 	No		Permanent Date of meeting + 3 years	Retain in school for 6 years from date of meeting Any Confidential 'Part 2' Minutes should be shredded
Agendas	No		Date of meeting	DESTROY
Reports	No		Date of report + 6 years	Retain in school for 6 years from date of meeting
Instruments of Government	No		Permanent	Retain in school whilst school is open
Trusts and Endowments	No		Permanent	Retain in school whilst operationally required
Action Plans	No		Date of action plan + 3 years	DESTROY
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)
Complaints files	Yes		Date of resolution of complaint + 6 years	Retain in school for the first six years Review for further retention in the case of contentious disputes Destroy routine complaints

Brookland Infant and Nursery School - RETENTION SCHEDULE

Management				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Minutes of the Senior Management Team and other internal administrative bodies	Yes ¹		Date of meeting + 5 years	Retain in the school for 5 years from meeting
Reports made by the head teacher or the management team	Yes ¹		Date of report + 3 years	Retain in the school for 3 years from meeting
Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	Yes ¹		Closure of file + 6 years	DESTROY If these records contain sensitive information they should be shredded
Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	No		Date of correspondence + 3 years	DESTROY If these records contain sensitive information they should be shredded
Professional development plans	Yes		Closure + 6 years	SHRED
School development plans	No		Closure + 6 years	DESTROY
OFSTED reports and papers			Replace former report with any new inspection report	Review to see whether a further retention period is required
Returns			Current year + 6 years	DESTROY
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 DESTROY
Pupils' work	No			Passed on to next class (if appropriate) or passed on to parents (if appropriate)
Assessments	Yes		While pupil remains at school	Electronic records passed on to next school Paper records passed on to next school or shredded
SATS records	Yes		While pupil remains at school	Electronic records passed on to next school Paper records passed on to next school or shredded

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HR and Staffing				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Timesheets, sick pay	Yes	Financial Regulations	Current year + 6 years	SHRED
Staff Personal files	Yes		Termination + 6 years	Electronic files must be destroyed Paper files must be SHREDDED
Interview notes and recruitment records	Yes		Date of interview + 6 months	Electronic files must be destroyed Paper files must be SHREDDED
Pre-employment vetting information	Yes	Right to Work	Termination + 6 years	Right to Work and ID checking documents must be SHREDDED
Pre-employment vetting information (DBS checks)	Yes	DBS guidelines	Date of check + 6 months	Copies of DBS certificates must be SHREDDED after 6 months
Disciplinary proceedings:	Yes		Please note that all these retention periods where the warning relates to child protection issues may change in light of any recommendations made by the Bichard Inquiry.	
• <i>Oral warning</i>			Date of warning + 6 months	SHRED If this is placed on a personal file, it must be weeded from the file.
• <i>written warning – level one</i>			Date of warning + 6 months	SHRED If this is placed on a personal file, it must be weeded from the file.
• <i>written warning – level two</i>			Date of warning + 12 months	SHRED If this is placed on a personal file, it must be weeded from the file.
• <i>final warning</i>			Date of warning + 18 months	SHRED If this is placed on a personal file, it must be weeded from the file.
• <i>case not found</i>			DESTROY immediately at the conclusion of the case	
Records relating to accident/injury at work	Yes	HSE guidelines	Date of incident + 12 years	Review at the end of this period. In the case of serious accidents a further retention period will need to be applied
Annual appraisal/assessment records	No		Current year + 5 years	SHRED

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Health and Safety				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Accessibility Plans		Disability Discrimination Act	Current year + 6 years	DESTROY
Accident Reporting <ul style="list-style-type: none"> • <i>Adults</i> • <i>Children</i> 	Yes		Current year + 3 years DOB + 25 years	SHRED A child may make a claim for negligence for 7 years from their 18 th birthday. To ensure that all records are kept until the pupil reaches the age of 25 this retention period has been applied.
COSHH			Current year + 10 years	Review [where appropriate an additional retention period may be allocated]
Incident reports	Yes		Current year + 20 years	SHRED
Policy Statements			Date of expiry + 1 year	DESTROY
Risk Assessments			Current year + 3 years	DESTROY
Asbestos Log			Last action + 40 years	DESTROY
Fire Precautions log books			Current year + 6 years	DESTROY

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Finance				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Annual Accounts		Financial Regulations	Current year + 6 years	SHRED
Loans and grants		Financial Regulations	Date of last payment on loan + 12 years	Review to see whether a further retention period is required
Contracts <ul style="list-style-type: none"> • under seal • under signature • • monitoring records 			Contract completion date + 12 years	SHRED
			Contract completion date + 6 years	SHRED
			Current year + 2 years	SHRED
Budget reports, budget monitoring etc			Current year + 3 years	SHRED
Invoice, receipts and other records covered by the Financial Regulations		Financial Regulations	Current year + 6 years	SHRED
Annual Budget and background papers			Current year + 6 years	SHRED
Order books and requisitions			Current year + 6 years	SHRED
Debtors' Records		Limitation Act 1980	Current year + 6 years	SHRED
School Fund – Cheque books			Current year + 3 years	SHRED
School Fund – Paying in books, ledger, invoices, receipts, bank statements			Current year + 6 years	SHRED
Applications for free school meals, travel, uniforms etc			Whilst child at school	SHRED
Free school meals registers	Yes	Financial Regulations	Current year + 6 years	SHRED
Petty cash books		Financial Regulations	Current year + 6 years	SHRED

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Property				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Title Deeds			Permanent	These should follow the property
Plans			Permanent	Retain in school whilst operational then destroy
Maintenance and contractors		Financial Regulations	Current year + 6 years	DESTROY
Leases			Expiry of lease + 6 years	DESTROY
Lettings			Current year + 3 years	DESTROY
Burglary, theft and vandalism report forms			Current year + 6 years	SHRED
Maintenance log books			Last entry + 10 years	DESTROY
Contractors' Reports			Current year + 6 years	DESTROY

School Meals				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Dinner Register			Current year + 3 years	SHRED
School Meals Summary Sheets			Current year + 3 years	SHRED