



## CALLANDS COMMUNITY PRIMARY SCHOOL

### Retention Schedule

<b>Child Protection</b>				
The retention and use of records relating to child protection matters concerning pupils, and child protection allegations against staff requires specific guidance in this schedule. This will be subject to update following implementation of the recommendations by Sir Michael Bichard.				
Basic File Description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
<b>Child Protection files</b>	Yes	Education Act 2002, s175, related guidance 'Safeguarding Children in Education', September 2004	DOB + 25 years <sup>(1)</sup>	SECURE DISPOSAL
<b>Allegation of a child protection nature against a member of staff, including where the allegation is unfounded</b>	Yes	Employment Practices Code: Supplementary Guidance 2.13.1 (Records of Disciplinary and Grievance) Education Act 2002 guidance 'Dealing with allegations of Abuse against teachers and Other Staff' November 2005	Until the person's normal retirement age, or 10 years from the date of the allegation if that is longer	SECURE DISPOSAL

<b>Governors</b>				
Basic File Description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
<b>Minutes</b>				
• Principal set (signed)	No		Permanent	Retain in school for 6 years from date of meeting
<b>Agendas</b>	No		Date of meeting	SECURE DISPOSAL
<b>Reports</b>	No		Date of report + 6 years	Retain in school for 6 years from date of meeting
<b>Annual Parents' meeting papers</b>	No		Date of report + 6 years	Retain in school for 6 years from date of meeting
<b>Instruments of Government</b>	No		Permanent	Retain in school whilst school is open
<b>Action Plans</b>	No		Date of action plan + 3 years	SECURE DISPOSAL
<b>Policy documents</b>	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)
<b>Complaints files</b>	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. SECURE DISPOSAL routine complaints.
<b>Annual Reports required by the Department for Education</b>	No	Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002.S1 2002 No 1171	Date of report + 10 years	

<b>Minutes of the Senior Management Team and other internal administrative bodies</b>	Yes		Date of meeting + 5 years	Retain in the school for 5 years from meeting
<b>Reports made by the headteacher or the management team</b>	Yes		Date of report + 3 years	Retain in the school for 3 years from meeting
<b>Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities.</b>	Yes		Closure of file + 6 years	SECURE DISPOSAL
<b>Correspondence created by headteachers, deputy headteachers, heads of year and other members of staff with administrative responsibilities</b>	No		Date of correspondence + 3 years	SECURE DISPOSAL
<b>Professional development plans</b>	Yes		Closure + 6 years	SECURE DISPOSAL
<b>School Development Plans</b>	Yes		Closure + 6 years	Review

<b>Pupils</b>				
<b>Basic File Description</b>	<b>Data Prot Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
<b>Admission Registers</b>	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 then consider transfer to the archives.
<b>Attendance registers</b>	Yes		Date of register + 3 years	SECURE DISPOSAL [If these records are retained electronically any back up copies should be destroyed at the same time]
<b>Pupil files</b>	Yes			
• 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.
<b>Special Educational Needs files, reviews and Individual Education Plans</b>	Yes		DOB of the pupil + 25 years then review. 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.	SECURE DISPOSAL
<b>Correspondence Relating to Authorised Absence and Issues</b>	No		Date of absence + 2 years	SECURE DISPOSAL
<b>Examination results</b>	Yes			
• Public	No		Year of examinations + 6 years	SECURE DISPOSAL
• Internal examination results	Yes		Current year + 5 years <sup>(2)</sup>	SECURE DISPOSAL

<b>Any other records created in the course of contact with pupils</b>	Yes/No		Current year + 3 years	Review at the end of 3 years and either allocated a further retention period or SECURE DISPOSAL
<b>EHCP maintained under The Education Act 1006 – Section 324</b>	Yes	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years	SECURE DISPOSAL unless legal action is pending
<b>Proposed EHCP or amended EHCP</b>	Yes	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years	SECURE DISPOSAL unless legal action is pending
<b>Advice and information to parents regarding educational needs</b>	Yes	Special Educational Needs and Disability Act 2001 Section 2	Closure + 12 years	SECURE DISPOSAL unless legal action is pending
<b>Accessibility Strategy</b>	Yes	Special Educational Needs and Disability Act 2001 Section 14	Closure + 12 years	SECURE DISPOSAL unless legal action is pending
<b>Parental permission slips for school trips – where there has been no major incident</b>	Yes		Conclusion of the trip	SECURE DISPOSAL
<b>Parental permission slips for school trips – where there has been a major incident</b>	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.	SECURE DISPOSAL

<b>Curriculum</b>				
<b>Basic File Description</b>	<b>Data Prot Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
<b>School Development Plan</b>	No		Current year + 6 years	SECURE DISPOSAL
<b>Record of Homework set</b>	No		Current year + 1 year	SECURE DISPOSAL
<b>Samples of Pupils work</b>	No		Current year + 1 year	SECURE DISPOSAL
<b>Examination results</b>	Yes		Current year + 6 years	SECURE DISPOSAL
<b>SATS records – Examination Papers and Results</b>	Yes		Current year + 6 years	SECURE DISPOSAL
<b>Value Added &amp; Contextual Data</b>	Yes		Current year + 6 years	SECURE DISPOSAL
<b>Self-Evaluation forms</b>	Yes		Current year + 6 years	SECURE DISPOSAL

<b>Personnel</b>				
<b>Basic File Description</b>	<b>Data Prot Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
<b>Timesheets, sick pay</b>	Yes	Financial Regulations	Current year + 6 years	SECURE DISPOSAL
<b>Staff Personal files</b>	Yes		Termination + 7 years	SECURE DISPOSAL
<b>Interview notes and recruitment records</b>	Yes		Date of interview + 6 months	SECURE DISPOSAL
<b>Pre-employment vetting information (including unsuccessful DBS checks)</b>	No	DBS guidelines	Date of check + 6 months	SECURE DISPOSAL [by the designated member of staff]
<b>Disciplinary proceedings</b>	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.		
• Oral warning			Date of warning + 6 months	SECURE DISPOSAL If this is placed on a personal file, it must be weeded from the file
• Written warning – level 1			Date of warning + 6 months	SECURE DISPOSAL If this is placed on a personal file, it must be weeded from the file
• Written warning – level 2			Date of warning + 12 months	SECURE DISPOSAL If this is placed on a personal file, it must be weeded from the file
• Final warning			Date of warning + 18 months	SECURE DISPOSAL If this is placed on a personal file, it must be weeded from the file
• Case not found			If child protection related please see 1.2, otherwise SECURE DISPOSAL immediately at the conclusion of the case	
<b>Records relating to accident/injury at work</b>	Yes		Date of incident + 12 years In the case of serious accidents a further retention period will need to be applied.	SECURE DISPOSAL
<b>Annual appraisal/assessment records</b>	No		Current year + 5 years	SECURE DISPOSAL
<b>Maternity pay records</b>	Yes	Statutory Maternity Pay (General Regulations 1986 (SI 1986/1990), revised 1999 (SI 1999/567)	Current year + 3 years	SECURE DISPOSAL
<b>Records held under Retirement Benets Schemes (Information Powers) Regulations 1995</b>	Yes		Current year + 6 years	SECURE DISPOSAL
<b>Proofs of identity collected as part of the process of checking “portable” enhanced DBS disclosure</b>	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.	

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	SECURE DISPOSAL
Accident Reporting		Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980.		
• Adults	Yes		Date of incident + 7 years	SECURE DISPOSAL
• Children	Yes		DOB of child + 25 years <sup>(3)</sup>	SECURE DISPOSAL
COSHH			Current year + 10 years [Where appropriate an additional retention period may be allocated]	
Incident reports	Yes		Current year + 20 years	SECURE DISPOSAL
Policy Statements			Date of expiry + 1 year	SECURE DISPOSAL
Risk Assessments	Yes		Current year + 3 years	SECURE DISPOSAL
Process of monitoring of areas where employees and persons are likely to have come in contact with asbestos			Last action + 40 years	SECURE DISPOSAL
Fire Precautions log books			Current year + 6 years	SECURE DISPOSAL

Administrative				
Basic File Description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Employer's Liability Certificate			Closure of the school + 40 years	SECURE DISPOSAL
Inventories of equipment and furniture			Current year + 6 years	SECURE DISPOSAL
General file series			Current year + 5 years	Review to see whether a further retention period is required
School brochure/prospectus			Current year + 3 years	Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
Circulars (staff/parents/pupils)			Current year + 1 year	SECURE DISPOSAL

<b>Newsletters, ephemera</b>			Current year + 1 year	Review to see whether a further retention period is required
<b>Visitors' book</b>			Current year + 2 years	Review to see whether a further retention period is required

<b>Finance</b>				
<b>Basic File Description</b>	<b>Data Prot Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
<b>Annual Accounts</b>		Financial Regulations	Current year + 6 years	Archive
<b>Loans and grants</b>		Financial regulations	Date of last payment on loan + 12 years	Review to see whether a further retention period is required
<b>Contracts</b>				
• Under seal			Contract completion date + 12 years	SECURE DISPOSAL
• Under signature			Contract completion date + 6 years	SECURE DISPOSAL
• Monitoring records			Current year + 2 years	SECURE DISPOSAL
<b>Copy orders</b>			Current year + 2 years	SECURE DISPOSAL
<b>Budget reports, budget monitoring etc.</b>			Current year + 3 years	SECURE DISPOSAL
<b>Invoice, receipts and other records covered by the Financial Regulations</b>		Financial Regulations	Current year + 6 years	SECURE DISPOSAL
<b>Annual Budget and background papers</b>			Current year + 6 years	SECURE DISPOSAL
<b>Order books and requisitions</b>			Current year + 6 years	SECURE DISPOSAL
<b>Delivery Documentation</b>			Current year + 6 years	SECURE DISPOSAL
<b>Debtors' Records</b>		Limitation Act 1980	Current year + 6 years	SECURE DISPOSAL
<b>School Fund – Cheque books</b>			Current year + 3 years	SECURE DISPOSAL
<b>School Fund – Paying in books</b>			Current year + 6 years then review	SECURE DISPOSAL
<b>School Fund – Ledger</b>			Current year + 6 years then review	SECURE DISPOSAL
<b>School Fund – Invoices</b>			Current year + 6 years then review	SECURE DISPOSAL
<b>School Fund – Receipts</b>			Current year + 6 years	SECURE DISPOSAL
<b>School Fund – Bank statements</b>			Current year + 6 years then review	SECURE DISPOSAL
<b>Petty cash books</b>		Financial Regulations	Current year + 6 years	SECURE DISPOSAL

<b>Property</b>				
Basic File Description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
<b>Title Deeds (LA)</b>			Permanent	These should follow the property unless the property has been registered at the Land Registry
<b>Plans (LA)</b>			Permanent	Retain in school whilst operational
<b>Maintenance and contractors</b>		Financial Regulations	Current year + 6 years	SECURE DISPOSAL
<b>Leases (LA)</b>			Expiry of lease + 6 years	SECURE DISPOSAL
<b>Lettings (LA)</b>			Current year + 3 years	SECURE DISPOSAL
<b>Burglary, theft and vandalism report forms</b>			Current year + 6 years	SECURE DISPOSAL
<b>Maintenance log books</b>			Current year + 6 years	SECURE DISPOSAL
<b>Contractors' Reports</b>			Current year + 6 years	SECURE DISPOSAL

<b>Department for Education</b>				
Basic File Description	Data Prot Issues	Statutory Provisions	Retention period [operational]	Action at the end of the administrative life of the record
<b>HMI reports</b>			These do not need to be kept any longer	
<b>OFSTED reports and papers</b>			Replace former report with any new inspection report	Review to see whether a further retention period is required

<b>School Meals</b>				
Basic File Description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
<b>Dinner Register</b>			Current year + 3 years	SHRED
<b>School Meals Summary Sheets</b>			Current year + 3 years	SHRED