

# The Bishop Wheeler Catholic Academy Trust



## Policy

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# Trust Records Management Policy & Procedure

Published: June 2025

To be reviewed: 2028/29



# The Bishop Wheeler Catholic Academy Trust



## Our Mission

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Outstanding Catholic education for all pupils. As a family of schools, we will enable our young people to develop spiritually, morally, intellectually and personally, putting their faith into action, through serving Christ in others, in the church and in the world around them.

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**This policy was approved by the Chief Executive Officer on behalf of the Trust Board**

Signature:

**Mr D Beardsley**  
Chief Executive Officer

Date:

20 June 2025

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|-----------------------------|----------------|------------------------------------------------|----------------------------------------|
| <b>Policy Document</b>      |                | Trust Records Management Policy and Procedure. |                                        |
| <b>Legislation/Category</b> |                | Highly Recommended                             |                                        |
| <b>Lead member of Staff</b> |                | Trust Head of Governance                       |                                        |
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| 1.0 Published               | June 2020      | Trust Policy                                   | JJN/DBY                                |
| 2.0 Review                  | March 2022     | Trust Policy Review                            | JJN/DBY/GNE/Key staff across the Trust |
| 3.0                         | September 2023 | Trust Policy Review                            | JJN/DBY                                |
| 4.0                         | June 2025      | Trust Policy Review                            | JJN/DBY                                |

#### Change Review

| <b>Version</b> | <b>Date</b>    | <b>Changes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.0            | June 2020      | New Policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 2.0            | March 2022     | Review                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 3.0            | September 2023 | <b>Content of Pupil Record</b> – Updated<br><b>Records not forming part of the Pupil Record</b> – Updated<br><b>Retention of Child Protection Files</b> – Updated<br><b>Retention of SEN Files</b> – Updated<br><b>4.18 Biometric Data</b> – Added<br><b>12.9 Safeguarding and other Training Certificates</b> – Added                                                                                                                                                                     |
| 4.0            | June 2025      | <b>Page 7</b> - Introduction updated<br><b>Page 7</b> - Legal Framework added<br><b>Page 10</b> - Managing pupil record updated<br><b>Page 13</b> - Request for Information updated<br><b>Page 15</b> – Safe destruction of records updated<br><b>Page 20</b> – Attendance registers retention period updated.<br><b>Page 20</b> – Authorised absence correspondence retention updated.<br><b>Page 20</b> – Telephone message book/pupil late arrival signing in sheets retention updated. |

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|--|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  | <p><b>Page 20</b> - Any other record created in the course of conduct with pupils retention updated.</p> <p><b>Page 21</b> - Pupil Work Experience Agreements and Correspondence retention updated.</p> <p><b>Page 25</b> - School Brochure and prospectus retention updated.</p> <p><b>Page 26</b> - Free School Meal Register retention updated.</p> <p><b>Page 26</b> - Health and safety Policy Statements retention updated.</p> <p><b>Page 29</b> - Records relating to the letting of school premises retention updated.</p> <p><b>Page 29</b> - All records relating to the maintenance of the school carried out by school employees including maintenance log books retention updated.</p> <p><b>Page 31</b> - Staff Special Leave Forms retention information added</p> <p><b>Page 31</b> - Authorisation to Work Forms (for Contractors) retention information added.</p> <p><b>Page 32</b> - Annual appraisal and assessment records retention updated.</p> <p><b>Page 32</b> – Low level concerns information added.</p> <p><b>Page 34</b> - Sickness records retention updated.</p> |
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## Contents

|                                                                                            |    |
|--------------------------------------------------------------------------------------------|----|
| Definitions .....                                                                          | 6  |
| 1. Introduction .....                                                                      | 7  |
| 2. Legal framework .....                                                                   | 7  |
| 3. Purpose .....                                                                           | 8  |
| 4. Scope .....                                                                             | 8  |
| 5. What is a Record .....                                                                  | 9  |
| 6. Managing Pupil Record .....                                                             | 10 |
| 7. Contents of the Pupil Record .....                                                      | 11 |
| 8. Request for Information .....                                                           | 13 |
| 9. Records Management Lifecycle .....                                                      | 13 |
| 10. Record Management .....                                                                | 14 |
| 11. Record Creation .....                                                                  | 14 |
| 12. Security and Access .....                                                              | 14 |
| 13. Retention and Disposal .....                                                           | 15 |
| Appendix A Retention Schedule .....                                                        | 17 |
| 1. Child protection .....                                                                  | 17 |
| 2. Special Educational Needs (SEN) .....                                                   | 17 |
| 3. Pupil's Educational Record .....                                                        | 18 |
| 4. Pupil Management .....                                                                  | 19 |
| 5. Curriculum .....                                                                        | 22 |
| 6. Admissions .....                                                                        | 24 |
| 7. Operational Administration .....                                                        | 25 |
| 3. School Meals .....                                                                      | 26 |
| 4. Family Liaison Officers and Home School Liaison Assistants .....                        | 26 |
| 5. Health and Safety .....                                                                 | 26 |
| 6. Property Management .....                                                               | 29 |
| 7. Recruitment .....                                                                       | 30 |
| 8. Disciplinary and Grievance Processes .....                                              | 31 |
| 9. Payroll and Pensions .....                                                              | 31 |
| 10. Financial Management .....                                                             | 33 |
| 11. Management of Governing Body .....                                                     | 35 |
| 12. Governance Management .....                                                            | 37 |
| 13. CEO, Executive Headteacher, Headteacher, Head of School, Senior Leadership Teams ..... | 38 |
| 14. Local Authority .....                                                                  | 39 |
| 15. Central Government .....                                                               | 39 |

## Definitions

In this Record Management policy, unless the context otherwise requires, the following expressions shall have the following meanings:

|                                          |                                                                                                                                                                                                                                             |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>BWCAT</b>                             | The Bishop Wheeler Catholic Academy Trust.                                                                                                                                                                                                  |
| <b>Trust, we and our</b>                 | Covers all of the schools within The Bishop Wheeler Catholic Academy Trust and The Bishop Wheeler Catholic Academy Trust Office.                                                                                                            |
| <b>Governing Body</b>                    | The Directors of the Trust Board.                                                                                                                                                                                                           |
| <b>Academy Council</b>                   | Governors elected or appointed to individual Academy Councils.                                                                                                                                                                              |
| <b>Governors</b>                         | Governors appointed to the Academy Council of the individual academy.                                                                                                                                                                       |
| <b>CEO</b>                               | The Chief Executive Officer for the Trust.                                                                                                                                                                                                  |
| <b>Executive Headteacher/Headteacher</b> | Executive Headteacher/Headteacher responsible for individual academies.                                                                                                                                                                     |
| <b>Academy/schools</b>                   | Refers to the Academies within BWCAT.                                                                                                                                                                                                       |
| <b>Pupil</b>                             | Refers to any pupil on roll at any of the BWCAT schools.                                                                                                                                                                                    |
| <b>Parents</b>                           | Refers to any person who holds parental responsibility for the pupil.                                                                                                                                                                       |
| <b>Staff</b>                             | Means all employees, temporary, casual, agency and contracted staff working for the Trust, volunteers and consultants.                                                                                                                      |
| <b>DPO</b>                               | Data Protection Officer                                                                                                                                                                                                                     |
| <b>ICO</b>                               | Information Commissioner's Office                                                                                                                                                                                                           |
| <b>GDPR</b>                              | General Data Protection Regulation                                                                                                                                                                                                          |
| <b>Processing</b>                        | Any action involving personal information, including obtaining, viewing, recording, copying, amending, adding, deleting, extracting, storing, disclosing, destroying or otherwise using information. Processing can be automated or manual. |

## 1. Introduction

The Data Protection Act 2018 adopts the UK General Data Protection Regulation (UK GDPR) principle of 'storage limitation', which requires that personal data should be kept for **no longer than is necessary** for the purpose for which the data is processed. The legislation does not impose specific limits or prescriptions on periods of retention for any data. It is important to put in place policies, as well as technical and organisational measures, to adequately prove that the organisation (through evidence) adheres to, and comply with the 'storage limitation' principle.

The Trust recognises that by efficiently managing its records, it will be able to comply with its legal and regularity obligations and to contribute to the effective overall management of the Trust. Records provide evidence for demonstrating performance and accountability. This policy provides the policy framework through which this effective management can be achieved and audited.

## 2. Legal framework

This policy has due regard to legislation including, but not limited to, the following:

- UK General Data Protection Regulation (GDPR)
- Freedom of Information Act 2000
- Limitation Act 1980 (as amended by the Limitation Amendment Act 1980)
- Data Protection Act 2018

This policy also has due regard to the following guidance:

- DfE (2023) 'Data protection in schools'
- DfE (2018) 'Data protection: a toolkit for schools'
- Information Records Management Society (IRMS) (2019) 'Information Management Toolkit for Schools'

This policy will be implemented in accordance with the following Trust policies and procedures:

- Data Protection Policy
- Freedom of Information Policy
- Subject Access Request Policy

### **3. Purpose**

The purpose of this policy is to ensure that all records created, received or maintained by employees of the Trust are retained (for a specified period of time) to provide evidence of transactions and activities. The records may be created or received and then stored in hard copy or electronically.

The key objectives are to:

- Protect Records that are essential to mission-critical business operations
- Ensure compliance with legal and regulatory record keeping requirements, thereby avoiding costly fines or other penalties
- Reduce risks in litigations and government/regulatory investigations
- Build an information management culture where records are managed consistently
- Ensure compliance with legislation and standards
- Manage records so that they can properly support the school's objectives
- Make better use of physical and electronic storage space
- Ensure information is accessible in an efficient and prompt manner when appropriate and required both internally and externally e.g. Freedom of Information requests and Subject Access Requests
- Ensure records are maintained in a safe and secure environment
- Ensure records are kept for no longer than necessary in accordance with Retention and Disposal standards and disposed of or retained correctly
- Ensure the academy's vital records are identified and protected (i.e. those required to maintain business continuity in the event of a disaster, and without which the academy could not operate)
- Make better use of employee time
- Ensure employees receive appropriate guidance in records management

All persons involved with record management including creation and processing, will be aware of their duties and responsibilities by adhering to these guidelines. Failure to comply with this policy may result in disciplinary action.

### **4. Scope**

This policy applies to all records held by or on behalf of all of the academies within BWCAT. This includes information on paper and in electronic format.

This policy and associated procedures apply to all employees of the Bishop Wheeler Catholic Academy Trust, to include all those employed within the central team and those employed in each individual Academy.

The Trust is responsible for ensuring that appropriate procedures are in place for the organisation, to ensure that all employees of the Trust understand their corporate responsibilities in accordance with the regularity environment.

The Headteacher of each academy is responsible for ensuring that this policy and procedures are effectively communicated and implemented within the academy. The Headteacher will ensure that a nominated individual is responsible for records management in the academy, will give guidance for good records management practice and will promote compliance with this policy. They will also monitor compliance with this policy by supporting the annual review of academy records and safe destruction audit.

All employees of the Trust must ensure that records for which they are responsible are accurate, stored securely, are maintained and disposed of in accordance with the Trust's record management guidelines.

## **5. What is a Record**

It is important, to make a distinction between what is and what is not a record. A record is:

“information created, received and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business”.

Essentially, it is a record of the Trust's business that requires effective management and preservation. Examples of records include:

- Correspondence
- Meeting minutes
- Education Record/Pupil Record
- Invoices

A non-record, by definition, is an item of information that does not require the same rigour of management as that required for records and is of immediate value only. Non-records will be disposed of once they have served their useful purpose. Examples of these are:

- Telephone messages
- Draft copies of final version documents
- Notes for personal use only
- Copies of reports
- Obsolete administrative manuals
- Information brochures
- Catalogues and pricelists
- Copies of forms
- Reference material not relating to specific projects
- Any other documentation that does not serve as the basis for official action.

## **6. Managing Pupil Record**

The pupil record is the core record charting an individual pupil's progress through the education system. The pupil record should accompany the pupil to every educational establishment and should contain information that is accurate, objective and is accessible.

Each academy will maintain a Pupil Record for each pupil. The education record will be the principal record that charts an individual pupil's progress through the education system and should be managed as set out in this policy.

A pupil or their nominated representative have the legal right to see their information at any point during their education and even until the record is destroyed (when the pupil is 25 years of age). This is the right of a Subject Access Request. It is important that all information should be accurately recorded, objective in nature and expressed in a professional manner.

### **Transferring the pupil record to secondary education**

Any electronic records being transferred to another academy/school must be done securely and all MIS records must be transferred via CTF via secure access. Records should be transferred to the next academy/school within 15 school days of receipt of confirmation that a pupil is registered at another academy/school.

The school or academy at which the pupil attends is responsible for retaining the pupil record until the pupil reaches the age of 25 years. (See the retention schedule for further information).

### **Responsibility of the pupil record once the pupil leaves the Academy**

The pupil record should not be weeded before transfer to the secondary place of education unless any records with a short retention period have been placed in the file. Primary schools do not need to keep copies of any records in the pupil record except if there is ongoing legal action when the pupil leaves the academy. Custody of and responsibility for the records passes to the academy the pupil transfers to.

Where a pupil leaves their existing provision, the academy will ensure that the child protection file is transferred securely and separately from the main pupil file to the receiving school/educational establishment (where this is known) as soon as possible and within 5 school days. This is a legal requirement set out under regulation 9 (3) of 'The Education (Pupil Information – England) Regulations 2005. A copy of the chronology/inventory must be retained for audit purposes.

Child Protection information must be sent as soon as possible by the Designated Safeguarding Lead (DSL) or a member of their team to their equivalent at the new academy/school, please see the individual academy's safeguarding policy for further details.

Academies must ensure the information is kept secure and traceable during transfer:

- Records can be delivered or collected in person, with signed confirmation for tracking purposes
- Pupil records should not be sent by post. If the use of post is absolutely necessary, records should be sent by “Special Delivery Guaranteed” or via a reputable and secure courier to a pre-informed named contact, along with a list of the enclosed files. The new academy/school should sign a copy of the list to confirm receipt of the files and securely return to the previous academy/school.
- If held electronically, records may be sent to a named contact via a secure encrypted e-mail, or other secure transfer method.

If the pupil is transferring to an independent school or a post 16 establishment, the existing academy should transfer copies of relevant information only and retain the original full record as the last known academy/school.

If a request is received to transfer the pupil file or other information about a pupil to a school outside of the UK, academies should contact the Trust Head of Governance for further advice.

### **Storage of pupil records**

All pupil records should be kept securely at all times. Paper records, for example, should be kept in lockable storage areas with restricted access and the contents should be secure within the file. Equally, electronic records should have appropriate security.

## **7. Contents of the Pupil Record**

The table below lists common and potential record types that may form part of the pupil record.

| <b>Record Type</b>                                                                    | <b>Notes</b>                                                                  |
|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| Record of transfer from Early Years setting                                           | If applicable                                                                 |
| Admission Form                                                                        |                                                                               |
| Data collection/checking form - current                                               |                                                                               |
| Annual written reports to parents                                                     |                                                                               |
| National curriculum and religious education locally agreed syllabus record sheets     |                                                                               |
| Any information relating to a major incident involving the pupil                      |                                                                               |
| Statements/plans, reports, etc. for education support, e.g., SEN, speech and language | Store in a separate area of the record or keep in a separate linked file      |
| Medical information relevant to the pupils on going education/behaviour               | Store in a separate area of the record or keep in a separate linked file      |
| Child protection reports/disclosures and supporting documentation                     | Keep in a separate linked file/CPOMS, so as to limit access to specific staff |

|                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Pupil Mentoring Files                                                                                               | Keep in a separate linked file as may contain confidential information.                                                                                                                                                                                                                                                                              |
| Any information relating to permanent exclusions or suspensions                                                     |                                                                                                                                                                                                                                                                                                                                                      |
| Police Incident Reports                                                                                             | Keep in Child Protection and or Pupil Mentoring Files                                                                                                                                                                                                                                                                                                |
| Specific correspondence with parents or outside agencies relating to major issues                                   | This may be in e-mail form. Once the matter is closed, save any correspondence that records sequence of events, pertinent issues and outcomes to pupil record                                                                                                                                                                                        |
| Summary details of complaints made by the parents or the pupil relevant to the child's on-going education/behaviour | This may be in e-mail form, see note above. Most complaints records are retained by the academy and not as part of the pupil record                                                                                                                                                                                                                  |
| Examination results – pupil copy                                                                                    | All uncollected certificates should be returned to the exam board or centres may destroy any unclaimed certificates by a secure method after holding them for a period of 12 months from the date of issue. A record of all certificates destroyed by a centre should be kept for a further period of four years from the date of their destruction. |

### **Records Not Forming Part of the Pupil Record**

The following record types should be stored separately from the main pupil record, as they are usually subject to shorter retention periods. (please see the Retention Schedule section), they should not be forwarded to the pupil's next Academy:

- Attendance registers and information
- Absence (authorised/not authorised) notes and correspondence
- Parental consent forms for trips/outings
- Accident forms (a copy can be placed on the pupil record if it is a major incident)
- Medicine consent and administering records (this is the academies record)
- Generic correspondence with parents about minor issues (i.e. 'Dear parent')
- Pupil work
- Previous data collection forms which have been superseded (there is no need to retain these)
- Photograph consent form (this is the academies record)
- Biometric data, must be deleted when the pupil leaves the academy.

## **8. Request for Information**

Good record management will enable compliance with request for information under legislation, most notably the Freedom of Information Act 2000 (FOIA), Environmental Information Regulations 2004 (EIR), Data Protection Act 2018 (DPA) and UK General Data Protection Regulation (UK GDPR) and parental/pupil requests for Educational records (Subject Access Request). The production of the academies Publication Scheme is also dependant on records being properly managed, and this again will ensure compliance with the FOIA.

Article 5 (e) of the GDPR states that information should not be kept for longer than necessary and Article 5 (f) states that information must be kept securely. Correct records management will enable compliance and ensure efficient delivery of requests for information.

The Trust will adhere to the provisions outlined in the BWCAT Data Protection Policy and the BWCAT Subject Access Request (SAR) Policy when responding to requests seeking access to personal information.

## **9. Records Management Lifecycle**

All information goes through a lifecycle, from its creation to its disposal. See below for an example of a typical information lifecycle:

- Pre-creation - deciding what information needs to be captured as a record and how.
- Create/receive - information that needs to be kept as a record can enter the academy in many ways, some are created within and some come from external sources.
- Index/classify – the addition of descriptive information to records, for example make them easier to find, manage the different versions and show the level of protection required and the date on which disposal should be considered.
- Process - records may need to be processed at any point (have something done to them) in order to achieve school business aims.
- Store/manage – identifying whether records are electronic or physical and how and where and if they should be stored to preserve integrity and authenticity and they are secure but can be efficiently accessed by those who need to use them and are authorised to do so.
- Active records are those requiring frequent access and they should generally be stored electronically in the immediate workplace. Inactive records requiring infrequent access should generally be stored elsewhere in the academy.
- Retrieval- the finding of stored records by those who are entitled to search for them.
- Destroy or Preserve - if records do not need to be retained permanently, have outlived any business or statutory requirement to retain further and have reached

the disposal date they should be destroyed correctly in accordance with retention guidance. If information is to be preserved, it must be anonymised.

## **10. Record Management**

Each academy will have in place a record keeping system (paper and electronic) so that records are managed. This should comprise of an electronic system for filing records and a system for paper records.

Records should be managed in an efficient manner, should be accurate and accessible to only those with authorisation to do so. They should be kept securely at all times.

## **11. Record Creation**

When records are created or received, so that they can be properly managed, the academy will consider adding the following information to records:

- A reference number if the record is part of a series of records
- A front file cover for paper records stating the contents of the file
- A standard way of naming records
- Page numbering to show the page number and number of pages
- Version control
- A means of showing that the record contains personal or sensitive information
- Ensuring future access by considering the preservation of digital records, how paper records are printed and the standard of the facilities used to store paper records
- Identifying sensitive records and applying the appropriate protection

## **12. Security and Access**

The record keeping system will provide the appropriate level of security for records, whilst ensuring they are accessible when they need to be. This requires controls including:

- Procedures to document access to personal or confidential records
- Employees being aware of the types of information they can access for their roles
- An annual review of who has access to personal and confidential records with amendments to access where necessary
- Employees not accessing or creating personal or confidential records on mobile device, unless these devices are approved by the Headteacher and are either encrypted or have a secure workspace.
- Strict adherence to our Data Protection Policy and ICT Acceptable Use Policy.

### 13. Retention and Disposal

The Trust's Records Retention Schedule which is attached to this policy (**Appendix A**) sets out the minimum time records should be kept for and the action that should be taken at the end of the retention period. This is based on local Government Association and Information and Records Management Society (IRMS).

Retention periods specify the minimum time a record should be kept and what action should be taken at the end of that period. This is called a review. The retention period will commence from a trigger event (such as the transfer of a pupil).

Reaching the end of the minimum retention period does not always mean the record should be destroyed. In some cases, the record may be retained longer or transferred to permanent archive. In all cases, the UK GDPR must be followed and records kept for longer than is necessary must be anonymised. Records being retained longer than is necessary by the academy must be assigned a further review date.

#### Safe destruction of records

All records containing personal or sensitive information should be made either unreadable or unreconstructable.

- Paper records should be shredded using a cross-cutting shredder or placed in secure confidential waste bins
- CDs/DVDs/Floppy Disks should be cut into pieces
- Audio/video tapes should be dismantled and shredded
- Hard disks will be dismantled and securely disposed following approval and guidelines of the Trust IT Manager

Records containing personal, confidential or sensitive data must **not** be put in the regular waste bin or a skip.

The Trust contracts companies to provide confidential waste bins and other services which can be purchased to ensure that records are disposed of in an appropriate way. Staff working for external providers should have been trained in handling confidential documents and will have Disclosure and Barring Service clearance.

- Where an external provider is used, the academy must obtain a Certificate of Destruction to confirm confidential destruction of the collection.
- Where records are destroyed internally, the process must ensure that all records are authorised to be destroyed by a Senior Leader **and the destruction recorded in the Academy destruction log**. Records should be shredded as soon as the record has been documented as being destroyed.

## **Retention Guidelines**

Under the Freedom of Information Act 2000, academies are required to maintain a retention schedule listing the record series which the academy 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. The retention schedule lays down the basis for normal processing under Data Protection Legislation and the Freedom of Information Act.

Employees 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 record series regardless of the media format in which they are stored.

### **Why are we required to keep a retention schedule?**

Managing records against a retention schedule is deemed to be 'normal processing' under the Data Protection Legislation and the Freedom of Information Act.

Provided employees are managing record series using the retention schedule, they cannot be found guilty of unauthorised tampering with files once a Freedom of Information request or a Subject Access request has been made.

Information which is subject to Freedom of Information or Data Protection Legislation will be available when required.

Employees can be confident about safe data destruction at the appropriate time and are not required to maintain or store information unnecessarily.

### **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.

### **Monitoring and review of this Policy**

The Trust shall be responsible for reviewing this policy every three years (or earlier if new guidance is produced) to ensure that it meets legal requirements and reflects best practice.

## Appendix A Retention Schedule

| 1. Child protection |                                                                                                                |                       |                                                                                                                                                                                                                 |                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------|----------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                     | Basic File Description                                                                                         | Data Protection Issue | Statutory Provision                                                                                                                                                                                             | Retention Period                                                                                                                       | Action at the end of the administrative life of the record                                                                                                                                                                                                                                                                                                                            |
| 1.1                 | Child Protection Files<br><br>Pupil Police Incident Forms                                                      | Yes                   | Education Act 2002, related guidance<br>"Keeping children safe in education 2023."<br>"Safeguarding Children in Education"<br>September 2004                                                                    | When there has been a referral to CSWS 35 years from closure of the referral<br><br>If no referral to CSWS DOB of the child + 25 Years | SECURE DISPOSAL<br>SHRED/DELETE<br><br>Notes<br>1. Child Protection information must be sent under separate cover to the new school whilst the child is still under 18. Schools should ensure secure transit and confirmation of receipt should be obtained.<br><br>2. Where a child is removed from roll to be educated at home, the file should be Sent to the local Authority (LA) |
| 1.2                 | Allegation of a child protection nature against a member of staff, including where the allegation is unfounded | YES                   | Employment Practices Code:<br>Supplementary Guidance 2.13.1 (Records of Disciplinary and Grievance)<br>Education Act 2002<br>"Dealing with Allegations of Abuse against Teachers and Other Staff" November 2005 | Until the persons normal retirement age, or 10 years from the date of the allegation whichever is the longer.                          | SECURE DISPOSAL<br>SHRED/DELETE                                                                                                                                                                                                                                                                                                                                                       |

| 2. Special Educational Needs (SEN) |                                                                                                |                       |                                 |                        |                                                                                                                                         |
|------------------------------------|------------------------------------------------------------------------------------------------|-----------------------|---------------------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
|                                    | Basic File Description                                                                         | Data Protection Issue | Statutory Provision             | Retention Period       | Action at the end of the administrative life of the record                                                                              |
| 2.1                                | Special Educational Needs Files, Reviews and Individual Education Health and Care Plans (EHCP) | Yes                   | Limitation Act 1980 (Section 2) | DOB of pupil + 25Years | SECURE DISPOSAL<br>SHRED/DELETE<br>Notes:<br>1. SEN reviews<br>2. Individual Education Plans/Pupil Profiles<br>3. Health questionnaires |

|     |                                                                                                                                                                        |     |                                                                                |                                                                 |                                                                                                                                                                                                                                                                             |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--------------------------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     | Early Help Plans (EHP)                                                                                                                                                 |     |                                                                                |                                                                 | 4. Parental consent forms<br>5. Education Health and Care Plans (EHCP)<br>6. Early Help Plans (EHP)<br>7. Third party agency reports<br>8. Reports from specialist agencies, i.e. speech and language/GP or Consultant reports.<br>9. Or any other document relating to SEN |
| 2.2 | Statement maintained under section 324 of the Education Act 1996 and any amendments made to the statement<br><br><b>NB: Statements have now been replaced by EHCP.</b> | YES | Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1 | DOB of pupil +25 years. This could be retained on the SEN file  | <p>SECURE DISPOSAL<br/>SHRED/DELETE</p> <p>Notes</p> <ol style="list-style-type: none"> <li>1. Ensure that the document is not subject to a legal hold. (Ongoing investigation/complaint)</li> </ol>                                                                        |
| 2.3 | Advice and information provided to parents regarding educational needs                                                                                                 | Yes | Special Educational Needs and Disability Act 2001 Section 2                    | DOB of pupil + 25 years. This could be retained on the SEN file | <p>SECURE DISPOSAL<br/>SHRED/DELETE</p> <p>Notes</p> <ol style="list-style-type: none"> <li>1. Ensure that the document is not subject to a legal hold. (ongoing investigation/complaint)</li> </ol>                                                                        |
| 2.4 | Accessibility Strategy                                                                                                                                                 | Yes | Special Educational Needs and Disability Act 2001 Section 14                   | DOB of pupil + 25 years. This could be retained on the SEN file | <p>SECURE DISPOSAL<br/>SHRED/DELETE</p> <p>Notes</p> <ol style="list-style-type: none"> <li>1. Ensure that the document is not subject to a legal hold. (Ongoing investigation/complaint)</li> </ol>                                                                        |

| 3 Pupil's Educational Record |                                                                                                                   |                       |                                                              |                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------|-------------------------------------------------------------------------------------------------------------------|-----------------------|--------------------------------------------------------------|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                              | Basic File Description                                                                                            | Data Protection Issue | Statutory Provision                                          | Retention Period                                       | Action at the end of the administrative life of the record                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 3.1                          | Pupils Educational Record (Pupil File)<br><br><b>PRIMARY</b><br><br><b>NB: See pg.10 Content of pupil record.</b> | Yes                   | The Education (Pupil Information) (England) Regulations 2005 | Retain whilst the pupil remains at the primary school. | <p>SECURE DISPOSAL<br/>SHRED/DELETE</p> <p>Notes</p> <ol style="list-style-type: none"> <li>1. The file should follow the pupil when he/she leaves the primary school. This will include: <ul style="list-style-type: none"> <li>• To another primary school</li> <li>• To a secondary school</li> <li>• To a pupil referral unit</li> <li>• If the pupil dies whilst at Trust or other primary school, the file should be returned to the Local Authority to be retained for the statutory retention period. If the pupil transfers to an independent school, transfers to home schooling or</li> </ul> </li> </ol> |

|     |                                                                                                                      |     |                                 |                         |                                                                                                                                                                                                                                                                                                                                                                                                                         |
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|     |                                                                                                                      |     |                                 |                         | leaves the country the file should be returned to the Local Authority to be retained for the statutory retention period. Primary Schools do not ordinarily have sufficient storage space to store records for pupils who have not transferred in the normal way. It makes more sense to transfer the record to the Local Authority as it is more likely that the pupil will request the record from the Local Authority |
| 3.2 | Pupils Educational Record (Pupil File)<br><br><b>SECONDARY</b><br><br><b>NB: See pg.10 Content of pupil record.</b>  | YES | Limitation Act 1980 (Section 2) | DOB of pupil + 25 years | SECURE DISPOSAL<br>SHRED/DELETE                                                                                                                                                                                                                                                                                                                                                                                         |
| 3.3 | Pupil Mentoring Files<br>Common Assessment Framework (CAF)/Early Help Plans (EHP)<br><br>Pupil Police Incident Forms | Yes |                                 | DOB of pupil +25 years  | SECURE DISPOSAL<br>SHRED/DELETE                                                                                                                                                                                                                                                                                                                                                                                         |

| 4 Pupil Management |                                              |                       |                     |                                                    |                                                                                                                                                                                                                                                                                                                                                      |
|--------------------|----------------------------------------------|-----------------------|---------------------|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                    | Basic File Description                       | Data Protection Issue | Statutory Provision | Retention Period                                   | Action at the end of the administrative life of the record                                                                                                                                                                                                                                                                                           |
| 4.1                | Examination Results<br><br><b>PUBLIC</b>     | Yes                   |                     | This information should be added to the pupil file | All uncollected certificates should be returned to the exam board or centres may destroy any unclaimed certificates by a secure method after holding them for a period of 12 months from the date of issue. A record of all certificates destroyed by a centre should be kept for a further period of four years from the date of their destruction. |
| 4.2                | Examination Results<br><br><b>INTERNAL</b>   | YES                   |                     | This information should be added to the pupil file | As Above                                                                                                                                                                                                                                                                                                                                             |
| 4.3                | Examination results<br><b>(Schools Copy)</b> | Yes                   |                     | Current year + 6 years                             | SECURE DISPOSAL<br>SHRED/DELETE                                                                                                                                                                                                                                                                                                                      |

|     |                                                                                                                                                                            |     |                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                  |
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| 4.4 | SATS records -<br>Examination papers<br>and results                                                                                                                        | Yes |                                                                                                                                  | <p>Current year +6 years</p> <p>The SATS results should be recorded on the pupil's educational file and will therefore be retained until the pupil reaches the age of 25 years. The school may wish to keep a composite record of all the whole year SATs results. These could be kept for current year + 6 years to allow suitable comparison.</p> <p>The examination papers should be kept until any appeals/validation process is complete</p> | SECURE DISPOSAL<br>SHRED/DELETE                                                                                                                                                                                                                                                                                                                                  |
| 4.5 | <p>Attendance Registers</p> <p>Attendance Registers Reports</p>                                                                                                            | Yes | School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014 | <p>Current academic Year +3 years</p>                                                                                                                                                                                                                                                                                                                                                                                                             | <p>SECURE DISPOSAL<br/>SHRED/DELETE</p> <p>Notes</p> <ol style="list-style-type: none"> <li>1. Delete backups and copies as well</li> </ol>                                                                                                                                                                                                                      |
| 4.6 | <p>Correspondence relating to authorised absence</p> <p>Pupil authorised absence form issued, books/sheets</p>                                                             | Yes | Education Act 1996 Section 7                                                                                                     | Current academic year +3 years                                                                                                                                                                                                                                                                                                                                                                                                                    | SECURE DISPOSAL<br>SHRED/DELETE                                                                                                                                                                                                                                                                                                                                  |
| 4.7 | <p>Telephone message books for recording pupil absence/sickness</p> <p>Pupil late arrival book/sheets</p> <p>Signing in sheets for pupils attending from other schools</p> | Yes |                                                                                                                                  | Current academic year +3 years                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>SECURE DISPOSAL<br/>SHRED/DELETE</p> <ol style="list-style-type: none"> <li>1. This is only for message books. Do not need to keep post it notes etc. with messages on.</li> <li>2. Majority of schools have an automatic recording system/answer machine system then data input onto the MIS so the requirement for a phone book is not required.</li> </ol> |
| 4.8 | Any other record created in the                                                                                                                                            | Yes |                                                                                                                                  | Current Academic year +3 years                                                                                                                                                                                                                                                                                                                                                                                                                    | SECURE DISPOSAL<br>SHRED/DELETE                                                                                                                                                                                                                                                                                                                                  |

|      |                                                                                              |     |                     |                                                                                             |                                                                                                                                                                                                                                                                                                                                                           |
|------|----------------------------------------------------------------------------------------------|-----|---------------------|---------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      | course of conduct with pupils                                                                |     |                     |                                                                                             |                                                                                                                                                                                                                                                                                                                                                           |
| 4.9  | Pupil Work Experience Agreements and Correspondence                                          | Yes |                     | Current Year + 6 years                                                                      | SECURE DISPOSAL<br>SHRED/DELETE                                                                                                                                                                                                                                                                                                                           |
| 4.10 | Parental permission slips for school trips – where there has been <b>NO</b> major incident   | Yes |                     | Conclusion of the trip                                                                      | SECURE DISPOSAL<br>SHRED/DELETE                                                                                                                                                                                                                                                                                                                           |
| 4.11 | Parental permission slips for school trips where there <b>HAS</b> been a major incident      | Yes | Limitation Act 1980 | DOB of pupil + 25 years                                                                     | SECURE DISPOSAL<br>SHRED/DELETE<br><br>Notes<br>1. The permission slips for all pupils on the trip need to be retained to show that the rules had been followed for all pupils                                                                                                                                                                            |
| 4.12 | Pupil Risk Assessment Forms                                                                  | Yes |                     | Current academic year +6 years                                                              | SECURE DISPOSAL<br>SHRED/DELETE                                                                                                                                                                                                                                                                                                                           |
| 4.13 | Consent to Administer Medication at school                                                   | Yes |                     | Destroy when pupil no longer requires the medication                                        | SECURE DISPOSAL<br>SHRED/DELETE                                                                                                                                                                                                                                                                                                                           |
| 4.14 | Photograph Consent forms                                                                     | Yes |                     | Destroy once the pupil has left school or if consent changes.                               | SECURE DISPOSAL<br>SHRED/DELETE<br><br>Notes:<br>1. One form to be completed at start of school this form to be retained in pupil file, (no requirement for a new form each school year)<br>2. If pupil/Parent changes consent old form to be destroyed new form to be retained in the pupil file.<br>3. Destroy form once the pupil has left the school. |
| 4.15 | Routine complaints (e.g. from parents to the school)                                         | Yes |                     | Conclusion of complaint +1 year                                                             | SECURE DISPOSAL<br>SHRED/DELETE<br><br>Notes:<br>1. If any complaint is in relation to child protection matters, please refer to child protection section.<br>2. If any complaint is in relation to a staff member directly, please refer to Disciplinary and grievance section.                                                                          |
| 4.16 | Parental Complaints investigated by Headteacher or Governors/Directors. Including complaints | Yes |                     | This information should be added to the pupil file and retained for Date of Birth +25 years |                                                                                                                                                                                                                                                                                                                                                           |

|      |                                                                                                                     |     |                                                                                   |                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------|---------------------------------------------------------------------------------------------------------------------|-----|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      | that reach panel stage.                                                                                             |     |                                                                                   |                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 4.17 | Records created by schools to obtain approval to run an Educational Visit outside the classroom.<br><b>PRIMARY</b>  | No  | 3 part supplement to the Health and safety of Pupils on Educational Visits (1998) | Date of visit +14 years                                                                                                                                                                 | SECURE DISPOSAL<br>SHRED/DELETE                                                                                                                                                                                                                                                                                                                                                                                                           |
| 4.18 | Records created by schools to obtain approval to run an Educational Visit outside the classroom<br><b>SECONDARY</b> | No  | 3-part supplement to the Health and safety of Pupils on Educational Visits (1998) | Date of visit + 10 Years                                                                                                                                                                | SECURE DISPOSAL<br>SHRED/DELETE                                                                                                                                                                                                                                                                                                                                                                                                           |
| 4.19 | Biometric Data                                                                                                      | Yes | Protection of Freedoms Act 2012.                                                  | Retained by the school for as long as consent is provided (and not withdrawn).<br><br>Once a pupil or staff member leaves, the biometric data will be deleted from the school's system. | SECURE DISPOSAL<br>SHRED/DELETE                                                                                                                                                                                                                                                                                                                                                                                                           |
| 4.20 | Walking Bus Register                                                                                                | Yes |                                                                                   | Date of register + 3 years                                                                                                                                                              | SECURE DISPOSAL<br>SHRED/DELETE<br><br>Notes<br><ol style="list-style-type: none"> <li>1. 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.</li> <li>2. If these records are retained electronically any backup copies should be destroyed at the same time.</li> </ol> |

| 5. Curriculum |                         |                       |                     |                       |                                                            |
|---------------|-------------------------|-----------------------|---------------------|-----------------------|------------------------------------------------------------|
|               | Basic File Description  | Data Protection Issue | Statutory Provision | Retention Period      | Action at the end of the administrative life of the record |
| 5.1           | School Development Plan | No                    |                     | Current year +6 years | SECURE DISPOSAL<br>SHRED/DELETE                            |
| 5.2           | Curriculum returns      | No                    |                     | Current year +3 years | SECURE DISPOSAL<br>SHRED/DELETE                            |

|      |                                                                  |     |  |                        |                                                                                                                                                                                                                                                                                                                                               |
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| 5.3  | Schemes of work                                                  | No  |  | Current year + 1 year  | SECURE DISPOSAL<br>SHRED/DELETE                                                                                                                                                                                                                                                                                                               |
| 5.4  | Timetable                                                        | No  |  | Current year +1 year   | SECURE DISPOSAL<br>SHRED/DELETE                                                                                                                                                                                                                                                                                                               |
| 5.5  | Class record books                                               | No  |  | Current year +1 year   | SECURE DISPOSAL<br>SHRED/DELETE<br>Notes<br>1. Pupil exercise books do not need to be placed in Shred it bins. Take the front cover off the books with the pupils' name destroy securely the rest of the book can be disposed.                                                                                                                |
| 5.6  | Mark books                                                       | No  |  | Current year + 1year   | SECURE DISPOSAL<br>SHRED/DELETE<br>Note<br>1. Pupil exercise books do not need to be placed in Shred it bins. Take the front cover off the books with the pupils' name destroy securely the rest of the book can be disposed.                                                                                                                 |
| 5.7  | Record of homework set                                           | No  |  | Current year +1 year   | SECURE DISPOSAL<br>SHRED/DELETE                                                                                                                                                                                                                                                                                                               |
| 5.8  | Pupils work                                                      | Yes |  | Current year +1 year   | SECURE DISPOSAL<br>SHRED/DELETE<br>Notes<br>1. Pupil exercise books/work do not need to be placed in Shred it bins. Take the front cover off the books/remove the pupils' name destroy securely the rest of the book/work can be disposed.<br>2. Where possible pupils' work should be returned to the pupil at the end of the academic year. |
| 5.9  | Documents in relation to detentions/uniform sanctions or similar | Yes |  | Destroy each term      | SECURE DISPOSAL<br>SHRED/DELETE                                                                                                                                                                                                                                                                                                               |
| 5.10 | Value added and Contextual Data                                  | Yes |  | Current year + 6 years | SECURE DISPOSAL<br>SHRED/DELETE                                                                                                                                                                                                                                                                                                               |
| 5.11 | Self-Evaluation Forms                                            | Yes |  | Current year + 6 years | SECURE DISPOSAL<br>SHRED/DELETE                                                                                                                                                                                                                                                                                                               |

| 6. Admissions |                                                                                          |                       |                                                                                                                                                                         |                                                                                                                             |                                                            |
|---------------|------------------------------------------------------------------------------------------|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
|               | Basic File Description                                                                   | Data Protection Issue | Statutory Provision                                                                                                                                                     | Retention Period                                                                                                            | Action at the end of the administrative life of the record |
| 6.1           | All records relating to the creation and implementation of the school's admission policy | No                    | School Admission Code statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels December 2014 | Life of the policy + 3 years then review                                                                                    | SECURE DISPOSAL<br>SHRED/DELETE                            |
| 6.2           | Admissions - <b>If the admission is successful</b>                                       | YES                   | School Admission Code statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels December 2014 | Date of admission + 1 year                                                                                                  | SECURE DISPOSAL<br>SHRED/DELETE                            |
| 6.3           | Admissions – <b>If the appeal is unsuccessful</b>                                        | Yes                   | School Admission Code statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels December 2014 | Resolution of the case +1 year                                                                                              | SECURE DISPOSAL<br>SHRED/DELETE                            |
| 6.4           | Register of Admissions                                                                   | Yes                   | School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014                                        | Every entry in the admission register must be preserved for a period of 3 years after the date on which the entry was made. | SECURE DISPOSAL<br>SHRED/DELETE                            |
| 6.5           | Proof of address supplied by parents for the admissions process                          | Yes                   | School Admission Code statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission                              | Current year + 1 year                                                                                                       | SECURE DISPOSAL<br>SHRED/DELETE                            |

|     |                                                                                                                                                   |     |                                 |                                                   |                                 |
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|     |                                                                                                                                                   |     | appeals panels<br>December 2014 |                                                   |                                 |
| 6.6 | Supplementary Information Form (SIF) including additional information such as religion, medical conditions.<br><b>For Successful Admissions</b>   | Yes |                                 | The information should be added to the pupil file | SECURE DISPOSAL<br>SHRED/DELETE |
| 6.7 | Supplementary Information Form (SIF) including additional information such as religion, medical conditions.<br><b>For Unsuccessful Admissions</b> | Yes |                                 | Until appeals process is completed                | SECURE DISPOSAL<br>SHRED/DELETE |
| 6.8 | Published Admission Number reports (PAN)                                                                                                          | Yes |                                 | Current Year +6 Years                             | SECURE DISPOSAL<br>SHRED/DELETE |

| 7. Operational Administration |                                                                                               |                       |                     |                        |                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------|-----------------------------------------------------------------------------------------------|-----------------------|---------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                               | Basic File Description                                                                        | Data Protection Issue | Statutory Provision | Retention Period       | Action at the end of the administrative life of the record                                                                                                                                                                                                                                                                                                                |
| 7.1                           | School Brochure and prospectus                                                                | No                    |                     | Current year + 3 years | STANDARD DISPOSAL                                                                                                                                                                                                                                                                                                                                                         |
| 7.2                           | Circulars (staff/parents/pupils)                                                              | No                    |                     | Current year + 1 years | STANDARD DISPOSAL                                                                                                                                                                                                                                                                                                                                                         |
| 7.3                           | Newsletters and other items with a short operational use                                      | No                    |                     | Current year +1 year   | STANDARD DISPOSAL                                                                                                                                                                                                                                                                                                                                                         |
| 7.4                           | Records relating to the creation and management of PTA/Old Pupils Association                 | No                    |                     | Current year + 6 years | SECURE DISPOSAL<br>SHRED/DELETE                                                                                                                                                                                                                                                                                                                                           |
| 7.5                           | Reception telephone message books<br><br>Visitor signing-in books<br><br>Meeting room diaries | Yes                   |                     | Current year +6 years  | SECURE DISPOSAL<br>SHRED/DELETE<br><br>Notes:<br><ol style="list-style-type: none"> <li>1. This is only for message books. Do not need to keep post it notes etc. with messages on.</li> <li>2. Majority of schools have an automatic recording system/answer machine system then data input onto the MIS so the requirement for a phone book is not required.</li> </ol> |
| 7.6                           | Pupil medical room record books                                                               | Yes                   |                     | Current year +6 years  | SECURE DISPOSAL<br>SHRED/DELETE                                                                                                                                                                                                                                                                                                                                           |

|     |                          |    |  |                  |                                 |
|-----|--------------------------|----|--|------------------|---------------------------------|
| 7.7 | Service Level Agreements | No |  | Until Superseded | SECURE DISPOSAL<br>SHRED/DELETE |
|-----|--------------------------|----|--|------------------|---------------------------------|

| 3. School Meals |                            |                       |                     |                        |                                                            |
|-----------------|----------------------------|-----------------------|---------------------|------------------------|------------------------------------------------------------|
|                 | Basic File Description     | Data Protection Issue | Statutory Provision | Retention Period       | Action at the end of the administrative life of the record |
| 8.1             | Free School Meal Register  | Yes                   |                     | Current year + 3 Years | SECURE DISPOSAL<br>SHRED/DELETE                            |
| 8.2             | School Meal Register       | Yes                   |                     | Current year +3 years  | SECURE DISPOSAL<br>SHRED/DELETE                            |
| 8.3             | School Meals Summary Sheet | No                    |                     | Current year + 3 years | SECURE DISPOSAL<br>SHRED/DELETE                            |

| 4. Family Liaison Officers and Home School Liaison Assistants |                                                                                                                 |                       |                     |                                                                       |                                                            |
|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-----------------------|---------------------|-----------------------------------------------------------------------|------------------------------------------------------------|
|                                                               | Basic File Description                                                                                          | Data Protection Issue | Statutory Provision | Retention Period                                                      | Action at the end of the administrative life of the record |
| 9.1                                                           | Day Books                                                                                                       | Yes                   |                     | Current year + 2 years                                                | SECURE DISPOSAL<br>SHRED/DELETE                            |
| 9.2                                                           | Reports for outside agencies- where the report has been included on the case file created by the outside agency | Yes                   |                     | Whilst the pupil is attending the school then destroy                 | SECURE DISPOSAL<br>SHRED/DELETE                            |
| 9.3                                                           | Referral Forms                                                                                                  | Yes                   |                     | Whilst the referral is current then destroy                           | SECURE DISPOSAL<br>SHRED/DELETE                            |
| 9.4                                                           | Contact data sheets                                                                                             | Yes                   |                     | Current year then review, if contact is no longer active then destroy | SECURE DISPOSAL<br>SHRED/DELETE                            |
| 9.5                                                           | Contact database entries                                                                                        | Yes                   |                     | Current year then review if contact is no longer active then destroy  | SECURE DISPOSAL<br>SHRED/DELETE                            |
| 9.6                                                           | Group Registers                                                                                                 | Yes                   |                     | Current year + 2 years                                                | SECURE DISPOSAL<br>SHRED/DELETE                            |

| 5. Health and Safety |                                     |                       |                               |                          |                                                            |
|----------------------|-------------------------------------|-----------------------|-------------------------------|--------------------------|------------------------------------------------------------|
|                      | Basic File Description              | Data Protection Issue | Statutory Provision           | Retention Period         | Action at the end of the administrative life of the record |
| 10.1                 | Health and safety Policy Statements | NO                    |                               | Life of policy + 1 years | SECURE DISPOSAL<br>SHRED/DELETE                            |
| 10.2                 | Accessibility Plans/Policy          | No                    | Disability Discrimination Act | Current year + 6 Years   | SECURE DISPOSAL<br>SHRED/DELETE                            |

|      |                                                                                                                                      |     |                                                                                                                                                                                                                        |                                                                                                                                 |                                                                                                                                                                                                                                                                                                            |
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| 10.3 | Accident Reporting:<br><b>Adults</b><br>(a) Accident Books<br>(b) RIDDOR Forms<br>(c) Local Accident Investigation Records           | Yes | Social Security (Claims and Payments) Regulations (1979), Regulation 25<br><br>Social Security Administration Act (1992), Section 8.<br><br>Limitation Act (1980)                                                      | (a) Current year + 3 years<br>(b) Current Year +6 years Retain in staff file<br>(c) Current year +3 years                       | SECURE DISPOSAL<br>SHRED/DELETE<br><br>Notes:<br>1. This means that if it takes 5 years to complete the accident book, the book must be retained for a further 3 years from the date of the last entry<br>2. Completed forms must be kept secure with restricted access. Data Protection Act 2018 and GDPR |
| 10.4 | Accident Reporting:<br><b>Child (Under 18)</b><br>(a) Accident Books<br>(b) RIDDOR Forms<br>(c) Local Accident Investigation Records | Yes | Social Security (Claims and Payments) Regulations (1979), Regulation 25<br><br>Social Security Administration Act (1992), Section 8.<br><br>Limitation Act (1980)                                                      | (a) Current year +3 years<br>(b) DOB of child +25 years Retain in pupil file<br>(c) DOB of child +25 years Retain in pupil file | SECURE DISPOSAL<br>SHRED/DELETE<br><br>Notes:<br>1. This means that if it takes 5 years to complete the accident book, the book must be retained for a further 3 years from the date of the last entry<br>2. Completed forms must be kept secure with restricted access. Data Protection 2018 and GDPR     |
| 10.5 | Violent Incident reporting form                                                                                                      | Yes | Limitation Act (1980)                                                                                                                                                                                                  | Current year + 20 years                                                                                                         | SECURE DISPOSAL<br>SHRED/DELETE                                                                                                                                                                                                                                                                            |
| 10.6 | Health and Safety Risk Assessments.                                                                                                  | No  |                                                                                                                                                                                                                        | Life of risk Assessment +3 years                                                                                                | SECURE DISPOSAL<br>SHRED/DELETE                                                                                                                                                                                                                                                                            |
| 10.7 | 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 +40 years                                                                                                          | SECURE DISPOSAL<br>SHRED/DELETE                                                                                                                                                                                                                                                                            |

|       |                                                                                                                                                                                       |     |                                                                                                                                                                           |                                                                                                                                                                                                                                        |                                                                                                                                     |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| 10.8  | 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<br>SI 1012 No 632<br>Regulation 19                                                                                           | Last action +40 years                                                                                                                                                                                                                  | SECURE DISPOSAL<br>SHRED/DELETE                                                                                                     |
| 10.9  | Process of monitoring of areas where employees or persons are likely to have become in contact with Radiation.                                                                        | No  | The ionising Radiation Regulations 2017<br>SI 2017 No 1075<br>Regulation 11. As amended by SI 2018 No 390<br>Personal protective Equipment (Enforcement Regulations 2018) | Last Action + 50 years (or until the person reaches 75 years of age)                                                                                                                                                                   | SECURE DISPOSAL<br>SHRED/DELETE<br><br>Notes:<br>1. The record should include the condition of the equipment at time of examination |
| 10.10 | Dose Assessment and Recording for Radiation                                                                                                                                           | No  | The ionising Radiation Regulations 2017<br>SI 2017 No 1075<br>Regulation 11. As amended by SI 2018 No 390<br>Personal protective Equipment (Enforcement Regulations 2018) | To keep the records made and maintained (or a copy of these records) until the person to whom the records relate has or would have attained the age of 75 years, but in any event for at least 30 years from when the record was made. | SECURE DISPOSAL<br>SHRED/DELETE                                                                                                     |
| 10.11 | Fire Precautions log book/Fire Drill Registers                                                                                                                                        | No  |                                                                                                                                                                           | Current year +6 years                                                                                                                                                                                                                  | SECURE DISPOSAL<br>SHRED/DELETE                                                                                                     |
| 10.12 | Health and Safety file to show the current state of the building including all alterations (wiring, building, plumbing works etc.) To be passed on in the case of change of ownership | No  |                                                                                                                                                                           | Pass to new owner at sale or transfer of building                                                                                                                                                                                      |                                                                                                                                     |
| 10.13 | Employer's Liability Insurance Certificate                                                                                                                                            | No  |                                                                                                                                                                           | Closure of the school +40 years                                                                                                                                                                                                        | SECURE DISPOSAL<br>SHRED/DELETE                                                                                                     |
| 10.14 | Claims made against insurance policies – damage to property                                                                                                                           | Yes |                                                                                                                                                                           | Case concluded + 3 years                                                                                                                                                                                                               | SECURE DISPOSAL<br>SHRED/DELETE                                                                                                     |
| 10.15 | Claims made against insurance policies – personal injury                                                                                                                              | Yes |                                                                                                                                                                           | Case concluded + 6 years                                                                                                                                                                                                               | SECURE DISPOSAL<br>SHRED/DELETE                                                                                                     |
| 10.16 | Emergency Lighting testing and log books                                                                                                                                              | No  |                                                                                                                                                                           | Current year +6 years                                                                                                                                                                                                                  | SECURE DISPOSAL<br>SHRED/DELETE                                                                                                     |
| 10.17 | Gas Safety Certificates                                                                                                                                                               | NO  |                                                                                                                                                                           | Current year +6 years                                                                                                                                                                                                                  | SECURE DISPOSAL<br>SHRED/DELETE                                                                                                     |
| 10.18 | Fixed Electrical Testing                                                                                                                                                              | NO  |                                                                                                                                                                           | Current year +6 years                                                                                                                                                                                                                  | SECURE DISPOSAL<br>SHRED/DELETE                                                                                                     |

|       |                                  |    |  |                       |                                 |
|-------|----------------------------------|----|--|-----------------------|---------------------------------|
| 10.19 | Portable Appliance Testing       | NO |  | Current year +6 years | SECURE DISPOSAL<br>SHRED/DELETE |
| 10.20 | Legionella Testing and Log books | NO |  | Current year +6 years | SECURE DISPOSAL<br>SHRED/DELETE |

| 6. Property Management |                                                                                                                       |                       |                     |                                                                                                                                                |                                                            |
|------------------------|-----------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
|                        | Basic File Description                                                                                                | Data Protection Issue | Statutory Provision | Retention Period                                                                                                                               | Action at the end of the administrative life of the record |
| 11.1                   | Title Deeds of properties belonging to the school                                                                     | No                    |                     | PERMANENT<br>These should follow the property unless the property has been registered with the Land Registry.                                  |                                                            |
| 11.2                   | Plans of property belonging to the school                                                                             | No                    |                     | These should be retained whilst the building belongs to the school and should be passed onto any new owners if the building is leased or sold. |                                                            |
| 11.3                   | Planning Permission                                                                                                   | No                    |                     | Permanent                                                                                                                                      |                                                            |
| 11.4                   | Lease of property leased by or to the school                                                                          | No                    |                     | Expiry of lease +6 years                                                                                                                       | SECURE DISPOSAL<br>SHRED/DELETE                            |
| 11.5                   | Records relating to the letting of school premises                                                                    | No                    |                     | Current year +3 years                                                                                                                          | SECURE DISPOSAL<br>SHRED/DELETE                            |
| 11.6                   | Inventories of furniture and equipment<br><br>Record of equipment checks e.g. Defibrillator                           | No                    |                     | Current year +6 years                                                                                                                          | SECURE DISPOSAL<br>SHRED/DELETE                            |
| 11.7                   | Burglary, theft and vandalism report forms                                                                            | No                    |                     | Current year + 6 years                                                                                                                         | SECURE DISPOSAL<br>SHRED/DELETE                            |
| 11.8                   | All records relating to the maintenance of the school carried out by contractors                                      | No                    |                     | Current year +6 years                                                                                                                          | SECURE DISPOSAL<br>SHRED/DELETE                            |
| 11.9                   | All records relating to the maintenance of the school carried out by school employees including maintenance log books | No                    |                     | Current year +10 years                                                                                                                         | SECURE DISPOSAL<br>SHRED/DELETE                            |

| 7. Recruitment |                                                                                                                       |                       |                                                                                                                                    |                                                                                                                                                                                                    |                                                                                                                                                                                                         |
|----------------|-----------------------------------------------------------------------------------------------------------------------|-----------------------|------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                | Basic File Description                                                                                                | Data Protection Issue | Statutory Provision                                                                                                                | Retention Period                                                                                                                                                                                   | Action at the end of the administrative life of the record                                                                                                                                              |
| 12.1           | All records leading up to the appointment of a new Headteacher                                                        | Yes                   |                                                                                                                                    | Add to personal file and retain until end of appointment +6 years, except in cases of negligence or claims of child abuse then at least 15 years.                                                  | SECURE DISPOSAL<br>SHRED/DELETE<br><br>Notes:<br>1. Unsuccessful attempts. Date of appointment +6 months                                                                                                |
| 12.2           | All records leading up to the appointment of a member of staff/governor - Unsuccessful <b>Candidates</b>              | Yes                   |                                                                                                                                    | Date of appointment of successful candidate +6 months                                                                                                                                              | SECURE DISPOSAL<br>SHRED/DELETE                                                                                                                                                                         |
| 12.3           | All records leading up to the appointment of new member of staff/governor                                             | Yes                   |                                                                                                                                    | All the relevant information should be added to the staff personal file and all other information retain until end of appointment +6 years                                                         | SECURE DISPOSAL<br>SHRED/DELETE                                                                                                                                                                         |
| 12.4           | Pre-employment vetting information – DBS checks – Successful candidates                                               | Yes                   | DBS Update Service Employer Guide: Keeping Children Safe in Education. (Statutory Guidance from Dept. of Education) latest version | The Trust/schools do not have to keep copies of DBS certificates. If the Trust/school do so the copy must <b>NOT</b> be retained for more than 6 months                                            | SECURE DISPOSAL<br>SHRED/DELETE<br><br>Notes:<br>1. School does not need to keep a copy of <b>DBS certificates</b> . If the school does so the copy must <b>NOT</b> be retained for more than 6 months. |
| 12.5           | Forms of proof of identity collected as part of the process of checking “portable” enhanced DBS disclosure            | Yes                   |                                                                                                                                    | Where possible this process should be carried out using the on-line system.                                                                                                                        | SECURE DISPOSAL<br>SHRED/DELETE<br><br>Notes:<br>1. If it is necessary to take a copy of documentation then it should be retained on the staff personal file                                            |
| 12.6           | Pre-employment vetting information – Evidence proving the right to work in the United Kingdom - Successful candidates | Yes                   | An Employer’s Guide to Right to Work Checks                                                                                        | Where possible these documents should be added to the staff personal file (See above) but if they are kept separately then the Home Office requires that the documents are kept for termination of | SECURE DISPOSAL<br>SHRED/DELETE                                                                                                                                                                         |

|       |                                               |     |                      |                                                                                                   |                                 |
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|       |                                               |     |                      | Employment plus not less than two years                                                           |                                 |
| 12.7  | Staff Personal File                           | Yes | Limitations Act 1980 | Termination of employment +6 years                                                                | SECURE DISPOSAL<br>SHRED/DELETE |
| 12.8  | Annual appraisal/assessment records           | Yes |                      | Current year + 6 years                                                                            | SECURE DISPOSAL<br>SHRED/DELETE |
| 12.9  | Safeguarding and other training certificates  | Yes |                      | School to retain a copy for current Year +2 years<br><br>Original certificate not to be retained. | SECURE DISPOSAL<br>SHRED/DELETE |
| 12.10 | Staff Special Leave Forms                     | Yes |                      | Current year + 6 years                                                                            | SECURE DISPOSAL<br>SHRED/DELETE |
| 12.11 | Authorisation to Work Forms (for Contractors) | Yes |                      | Current year + 6 years                                                                            | SECURE DISPOSAL<br>SHRED/DELETE |

| 8. Disciplinary and Grievance Processes |                                              |                       |                     |                                                                                                                |                                                            |
|-----------------------------------------|----------------------------------------------|-----------------------|---------------------|----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
|                                         | Basic File Description                       | Data Protection Issue | Statutory Provision | Retention Period                                                                                               | Action at the end of the administrative life of the record |
| 13.1                                    | Disciplinary Proceedings<br><br>Oral Warning | Yes                   |                     | Date of Warning +6 months                                                                                      | SECURE DISPOSAL<br>SHRED/DELETE                            |
| 13.2                                    | Written Warning – level 1                    | Yes                   |                     | Date of warning +6 months                                                                                      | SECURE DISPOSAL<br>SHRED/DELETE                            |
| 13.3                                    | Written Warning – level 2                    | Yes                   |                     | Date of warning + 12 months                                                                                    | SECURE DISPOSAL<br>SHRED/DELETE                            |
| 13.4                                    | Final Warning                                | Yes                   |                     | Date of warning + 18 months                                                                                    | SECURE DISPOSAL<br>SHRED/DELETE                            |
| 13.5                                    | 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<br>SHRED/DELETE                            |
| 13.6                                    | Low Level Concerns                           | Yes                   |                     | Termination of employment +6 years                                                                             | SECURE DISPOSAL<br>SHRED/DELETE                            |
| 9. Payroll and Pensions                 |                                              |                       |                     |                                                                                                                |                                                            |
|                                         | Basic File Description                       | Data Protection Issue | Statutory Provision | Retention Period                                                                                               | Action at the end of the administrative life of the record |

|       |                                          |     |                                                                          |                        |                                 |
|-------|------------------------------------------|-----|--------------------------------------------------------------------------|------------------------|---------------------------------|
| 14.1  | Absence record                           | Yes |                                                                          | Current year +3 years  | SECURE DISPOSAL<br>SHRED/DELETE |
| 14.2  | Bonus Sheets                             | Yes | Tax<br>Management<br>Act 1970<br>Income and<br>Corporation<br>Taxes 1988 | Current year +3 years  | SECURE DISPOSAL<br>SHRED/DELETE |
| 14.7  | Income tax from P60                      | Yes |                                                                          | Current year +6 years  | SECURE DISPOSAL<br>SHRED/DELETE |
| 14.8  | Insurance                                | Yes | Tax<br>Management<br>Act 1970<br>Income and<br>Corporation<br>Taxes 1988 | Current year +6 years  | SECURE DISPOSAL<br>SHRED/DELETE |
| 14.9  | Maternity Payment                        | Yes |                                                                          | Current year +6 years  | SECURE DISPOSAL<br>SHRED/DELETE |
| 14.10 | Members allowance register               | Yes | Tax<br>Management<br>Act 1970<br>Income and<br>Corporation<br>Taxes 1988 | Current year +6 years  | SECURE DISPOSAL<br>SHRED/DELETE |
| 14.11 | National Insurance- schedule of payments | Yes | Tax<br>Management<br>Act 1970<br>Income and<br>Corporation<br>Taxes 1988 | Current year +6 years  | SECURE DISPOSAL<br>SHRED/DELETE |
| 14.12 | Overtime                                 | Yes | Tax<br>Management<br>Act 1970<br>Income and<br>Corporation<br>Taxes 1988 | Current year + 6 years | SECURE DISPOSAL<br>SHRED/DELETE |
| 14.13 | Part time fee claims                     | Yes | Tax<br>Management<br>Act 1970<br>Income and<br>Corporation<br>Taxes 1988 | Current year + 6 years | SECURE DISPOSAL<br>SHRED/DELETE |
| 14.14 | Payroll awards                           | Yes |                                                                          | Current year +6 years  | SECURE DISPOSAL<br>SHRED/DELETE |
| 14.15 | Payroll – gross/net weekly or monthly    | Yes | Tax<br>Management<br>Act 1970<br>Income and<br>Corporation<br>Taxes 1988 | Current year +6 years  | SECURE DISPOSAL<br>SHRED/DELETE |
| 14.16 | Payroll Reports                          | Yes | Tax<br>Management<br>Act 1970<br>Income and<br>Corporation<br>Taxes 1988 | Current year +6 years  | SECURE DISPOSAL<br>SHRED/DELETE |

|       |                                          |     |                                                              |                             |                                                                                                                                                                                                                                                                                                                                                                                             |
|-------|------------------------------------------|-----|--------------------------------------------------------------|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 14.17 | Payslips - copies                        | Yes | Tax Management Act 1970<br>Income and Corporation Taxes 1988 | Current year +6 years       | SECURE DISPOSAL<br>SHRED/DELETE                                                                                                                                                                                                                                                                                                                                                             |
| 14.18 | Pensions Payroll                         | Yes | Tax Management Act 1970<br>Income and Corporation Taxes 1988 | Current year +6 years       | SECURE DISPOSAL<br>SHRED/DELETE                                                                                                                                                                                                                                                                                                                                                             |
| 14.19 | Personal bank details                    | Yes |                                                              | Current employment +6 years | SECURE DISPOSAL<br>SHRED/DELETE                                                                                                                                                                                                                                                                                                                                                             |
| 14.20 | Sickness records                         | Yes |                                                              | Current year +6 years       | SECURE DISPOSAL<br>SHRED/DELETE                                                                                                                                                                                                                                                                                                                                                             |
| 14.21 | Staff returns                            | Yes |                                                              | Current year +3 years       | SECURE DISPOSAL<br>SHRED/DELETE                                                                                                                                                                                                                                                                                                                                                             |
| 14.22 | Superannuation adjustments/Reports       | Yes | Tax Management Act 1970<br>Income and Corporation Taxes 1988 | Current year +6 years       | SECURE DISPOSAL<br>SHRED/DELETE                                                                                                                                                                                                                                                                                                                                                             |
| 14.23 | Tax forms<br>P6/P11/P11D/P35/P45/P46/P48 | Yes |                                                              | Current year +6 years       | SECURE DISPOSAL<br>SHRED/DELETE<br><br>Notes:<br>1. The minimum requirement as stated in Inland Revenue booklet 490 is for at least 3 years after the end of the tax year to which they apply. Originals must be retained in paper/electronic format. It is a corporate decision to retain for current year +6 years. Employees should retain records for 22 months after current tax year. |
| 14.25 | Time sheets/clock cards/flexitime        | Yes |                                                              | Current year +6 years       | SECURE DISPOSAL<br>SHRED/DELETE                                                                                                                                                                                                                                                                                                                                                             |

| 10. Financial Management |                                        |                       |                     |                       |                                                            |
|--------------------------|----------------------------------------|-----------------------|---------------------|-----------------------|------------------------------------------------------------|
|                          | Basic File Description                 | Data Protection Issue | Statutory Provision | Retention Period      | Action at the end of the administrative life of the record |
| 15.1                     | Annual report and financial statements | No                    |                     | Current year +6 years | SECURE DISPOSAL<br>SHRED/DELETE                            |

|       |                                                                                                                             |        |                                |                                                              |                                 |
|-------|-----------------------------------------------------------------------------------------------------------------------------|--------|--------------------------------|--------------------------------------------------------------|---------------------------------|
| 15.2  | Loans and grants managed by the school/Trust                                                                                | No     |                                | Date of last payment on the loan +12 years then review       | SECURE DISPOSAL<br>SHRED/DELETE |
| 15.3  | 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<br>SHRED/DELETE |
| 15.4  | Invoices, receipts, order books and requisitions, delivery notices                                                          | Yes/No |                                | Current financial year +6 years                              | SECURE DISPOSAL<br>SHRED/DELETE |
| 15.5  | Records relating to the identification and collection of debt                                                               | Yes    |                                | Final payment of debt +6 years                               | SECURE DISPOSAL<br>SHRED/DELETE |
| 15.6  | Student Grant Applications                                                                                                  | Yes    |                                | Current year +3 years                                        | SECURE DISPOSAL<br>SHRED/DELETE |
| 15.7  | Pupil Premium Fund Records                                                                                                  | Yes    |                                | Date Pupil leaves the school +6 years                        | SECURE DISPOSAL<br>SHRED/DELETE |
| 15.8  | All records relating to the management of contracts under seal                                                              | No     | Limitation Act 1980            | Last payment on contract +12 years                           | SECURE DISPOSAL<br>SHRED/DELETE |
| 15.9  | All records relating to the management of contracts under signature                                                         | No     | Limitation Act 1980            | Last payment on the contract +6 years                        | SECURE DISPOSAL<br>SHRED/DELETE |
| 15.10 | Records relating to the monitoring of contracts                                                                             | No     |                                | Life of contract + 6 years                                   | SECURE DISPOSAL<br>SHRED/DELETE |
| 15.11 | Records relating to the register of contracts                                                                               | No     |                                | Include all current plus those completed within last 6 years |                                 |
| 15.12 | School Fund Cheque books                                                                                                    | No     |                                | Current year +6 years                                        | SECURE DISPOSAL<br>SHRED/DELETE |
| 15.13 | School Fund Paying in books                                                                                                 | No     |                                | Current year +6 years                                        | SECURE DISPOSAL<br>SHRED/DELETE |
| 15.14 | School Fund Ledger                                                                                                          | No     |                                | Current year+6 years                                         | SECURE DISPOSAL<br>SHRED/DELETE |
| 15.15 | School Fund Invoices                                                                                                        | No     |                                | Current year +6 years                                        | SECURE DISPOSAL<br>SHRED/DELETE |
| 15.16 | School fund Receipts                                                                                                        | No     |                                | Current year +6 years                                        | SECURE DISPOSAL<br>SHRED/DELETE |
| 15.17 | School Fund Bank Statements                                                                                                 | No     |                                | Current year +6 years                                        | SECURE DISPOSAL<br>SHRED/DELETE |
| 15.18 | School Fund Journey Books                                                                                                   | Yes    |                                | Current year +6 years                                        | SECURE DISPOSAL<br>SHRED/DELETE |
| 15.19 | Car allowance claims                                                                                                        | Yes    | Tax Management Act 1970 Income | Current year + 6 years                                       | SECURE DISPOSAL<br>SHRED/DELETE |

|       |                                                  |          |                                                           |                              |                                 |
|-------|--------------------------------------------------|----------|-----------------------------------------------------------|------------------------------|---------------------------------|
|       |                                                  |          | and Corporation Taxes 1988                                |                              |                                 |
| 15.20 | Car mileage output                               | Yes      | Tax Management Act 1970 Income and Corporation Taxes 1988 | Current year + 6 years       | SECURE DISPOSAL<br>SHRED/DELETE |
| 15.21 | Orders & requisitions                            | NO       |                                                           | Current year + 6 years       | SECURE DISPOSAL<br>SHRED/DELETE |
| 15.22 | Copy remittances                                 | NO       |                                                           | Current year + 6 years       | SECURE DISPOSAL<br>SHRED/DELETE |
| 15.23 | Receipt books                                    | NO       |                                                           | Current year + 6 years       | SECURE DISPOSAL<br>SHRED/DELETE |
| 15.24 | Budget reports, budget monitoring                | Possible |                                                           | Life of the budget + 3 years | SECURE DISPOSAL<br>SHRED/DELETE |
| 15.25 | Signed Bank Reconciliations                      | No       |                                                           | Current year + 6 years       | SECURE DISPOSAL<br>SHRED/DELETE |
| 15.26 | Consultants – Diary of visits, reports generated | No       |                                                           | Current year + 6 years       | SECURE DISPOSAL<br>SHRED/DELETE |
| 15.27 | Gift Aid Declarations Form                       | Possible |                                                           | Current year + 6 years       | SECURE DISPOSAL<br>SHRED/DELETE |

| 11. Management of Governing Body |                                                                                               |                       |                     |                                                                                                            |                                                            |
|----------------------------------|-----------------------------------------------------------------------------------------------|-----------------------|---------------------|------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
|                                  | Basic File Description                                                                        | Data Protection Issue | Statutory Provision | Retention Period                                                                                           | Action at the end of the administrative life of the record |
| 16.1                             | Instruments of Government including Articles of Association                                   |                       |                     | For the full life of the Trust/Academy                                                                     | SECURE DISPOSAL<br>SHRED/DELETE                            |
| 16.2                             | Register of Members, Membership Certificates                                                  | No                    | Companies Act 2006  | Permanent                                                                                                  | SECURE DISPOSAL                                            |
| 16.3                             | Register of Trustees, Declaration of willingness and eligibility to act as a Director         | No                    | Companies Act 2006  | Permanent                                                                                                  | SECURE DISPOSAL                                            |
| 16.4                             | Trust and Endowments managed by the Governing Body                                            |                       |                     | Permanent                                                                                                  | SECURE DISPOSAL<br>SHRED/DELETE                            |
| 16.5                             | Records relating to the election of parent and staff governors not appointed by the governors | Yes                   |                     | Date of election +6 Months                                                                                 | SECURE DISPOSAL<br>SHRED/DELETE                            |
| 16.6                             | Records relating to the election of chair and vice chair                                      | Yes                   |                     | Once the decision has been recorded in the minutes, the records relating to the election can be destroyed. | SECURE DISPOSAL<br>SHRED/DELETE                            |
| 16.7                             | Scheme of delegation and terms of                                                             | NO                    |                     | Until superseded or whilst relevant                                                                        | SECURE DISPOSAL<br>SHRED/DELETE                            |

|       |                                                                            |                                                                                                                     |                    |                                                                                  |                                                                                                                      |
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|       | reference for committees                                                   |                                                                                                                     |                    |                                                                                  | Notes:<br>1. Schools may wish to retain these records for reference purposes in case decisions need to be justified. |
| 16.8  | Meetings Schedule                                                          | No                                                                                                                  |                    | Current Year                                                                     | SECURE DISPOSAL<br>SHRED/DELETE                                                                                      |
| 16.9  | Agendas – Principle copy                                                   | Yes/No<br>There may be data protection issues if the meeting is dealing with confidential issues relating to staff. | Companies Act 2006 | Where possible the agenda should be stored with the principle set of the minutes | SECURE DISPOSAL<br>SHRED/DELETE                                                                                      |
| 16.10 | Minutes – Principle set (signed)                                           | Yes/No<br>There may be data protection issues if the meeting is dealing with confidential issues relating to staff. | Companies Act 2006 | Permanent                                                                        | SECURE DISPOSAL<br>SHRED/DELETE                                                                                      |
| 16.11 | Reports made to the governors meeting which are referred to in the minutes | Yes/No<br>There may be data protection issues if the meeting is dealing with confidential issues relating to staff. | Companies Act 2006 | Permanent                                                                        | SECURE DISPOSAL<br>SHRED/DELETE                                                                                      |
| 16.12 | Register of attendance at full governing board meetings                    | Yes                                                                                                                 |                    | Date of last meeting in the book +6 years                                        | SECURE DISPOSAL<br>SHRED/DELETE                                                                                      |
| 16.13 | Papers relating to the management of the annual parents' meeting           | Yes                                                                                                                 |                    | Date of meeting +6 years                                                         | SECURE DISPOSAL<br>SHRED/DELETE                                                                                      |
| 16.14 | Agendas<br>Additional copies                                               | No                                                                                                                  |                    | Date of meeting                                                                  | SECURE DISPOSAL<br>SHRED/DELETE                                                                                      |
| 16.15 | Records relating to Governor Monitoring visits                             | Yes                                                                                                                 |                    | Date of visit +3 years                                                           | SECURE DISPOSAL<br>SHRED/DELETE                                                                                      |
| 16.16 | Annual reports required by the DoE                                         | No                                                                                                                  |                    | Date of report +10 years                                                         | SECURE DISPOSAL<br>SHRED/DELETE                                                                                      |

|       |                                                                                               |        |                    |                                                                                                                         |                                 |
|-------|-----------------------------------------------------------------------------------------------|--------|--------------------|-------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| 16.17 | All records relating to the conversion of schools to academy status                           | No     |                    | For life of the organisation                                                                                            | SECURE DISPOSAL<br>SHRED/DELETE |
| 16.18 | Records relating to complaints made to and investigated by the governing body or head teacher | Yes    |                    | <b>Major complaints:</b><br>Current year +6 years<br><br><b>If negligence involved, then:</b><br>Current year +15 years | SECURE DISPOSAL<br>SHRED/DELETE |
| 16.19 | Correspondence sent and received by the governing body or head teacher                        | Yes/No |                    | General correspondence should be retained for current year +3 years                                                     | SECURE DISPOSAL<br>SHRED/DELETE |
| 16.20 | Action plans created and administered by the governing body                                   | No     |                    | Expiry of Plan + 3 years                                                                                                | SECURE DISPOSAL<br>SHRED/DELETE |
| 16.21 | Policy documents created and administered by the governing body                               | No     |                    | Expiry of Policy + 3 years                                                                                              | SECURE DISPOSAL<br>SHRED/DELETE |
| 16.22 | Signed Business interest forms                                                                | No     | Companies Act 2006 | Permanent                                                                                                               | SECURE DISPOSAL                 |
| 16.23 | Signed Gifts and Hospitality forms                                                            | No     | Companies Act 2006 | Permanent                                                                                                               | SECURE DISPOSAL                 |
| 16.24 | EFA Approvals                                                                                 | No     | Funding Agreement  | Permanent                                                                                                               | SECURE DISPOSAL                 |

| 12. Governance Management |                                                                                                 |                       |                     |                                                                                                                     |                                                            |
|---------------------------|-------------------------------------------------------------------------------------------------|-----------------------|---------------------|---------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
|                           | Basic File Description                                                                          | Data Protection Issue | Statutory Provision | Retention Period                                                                                                    | Action at the end of the administrative life of the record |
| 17.1                      | Records relating to the appointment of the clerk to the governing body                          | Yes                   |                     | Date on which clerk appointment ceases +6 years                                                                     | SECURE DISPOSAL<br>SHRED/DELETE                            |
| 17.2                      | Records relating to the terms of office of serving governors, including evidence of appointment | Yes                   |                     | Date appointment ceases +6 Years                                                                                    | SECURE DISPOSAL<br>SHRED/DELETE                            |
| 17.3                      | Records relating to governor declaration against disqualification criteria                      | Yes                   |                     | Date appointment ceases +6 years                                                                                    | SECURE DISPOSAL<br>SHRED/DELETE                            |
| 17.4                      | Governors Code of Conduct                                                                       | No                    |                     | This is expected to be a dynamic document; one copy of each version should be kept for the life of the organisation | SECURE DISPOSAL<br>SHRED/DELETE                            |
| 17.5                      | Records relating to the training required and received by Governors                             | Yes                   |                     | Date Governor steps down +6 years                                                                                   | SECURE DISPOSAL<br>SHRED/DELETE                            |

|                                                                                             |                                                                                                                                                                      |                                                                                                     |                            |                                                       |                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|----------------------------|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 17.6                                                                                        | Records relating to the induction programme for new governors                                                                                                        | Yes                                                                                                 |                            | Date appointment ceases +6 years                      | SECURE DISPOSAL<br>SHRED/DELETE                                                                                                                                     |
| 17.7                                                                                        | Records relating to DBS checks carried out on clerk and members of the governing body                                                                                | Yes                                                                                                 |                            | Date of DBS check +6 Months                           | SECURE DISPOSAL<br>SHRED/DELETE                                                                                                                                     |
| 17.8                                                                                        | Governor personnel files                                                                                                                                             | Yes                                                                                                 |                            | Date appointment ceases +6 years                      | SECURE DISPOSAL<br>SHRED/DELETE                                                                                                                                     |
| <b>13. CEO, Executive Headteacher, Headteacher, Head of School, Senior Leadership Teams</b> |                                                                                                                                                                      |                                                                                                     |                            |                                                       |                                                                                                                                                                     |
|                                                                                             | <b>Basic File Description</b>                                                                                                                                        | <b>Data Protection Issue</b>                                                                        | <b>Statutory Provision</b> | <b>Retention Period</b>                               | <b>Action at the end of the administrative life of the record</b>                                                                                                   |
| 18.1                                                                                        | Log books of activity in the school maintained by the Headteacher                                                                                                    | There may be data protection issues if the log book refers to individual pupils or members of staff |                            | Date of last entry in the book + 6 years then review. | SECURE DISPOSAL<br>SHRED/DELETE<br><br>Notes:<br>1. These could be of permanent historical value and should be offered to the County Archive Service if appropriate |
| 18.2                                                                                        | Minutes of Senior management Team meetings and the meetings of other internal administrative bodies                                                                  | There may be data protection issues if the minutes refers to individual pupils or members of staff  |                            | Date of meeting +3 years then review,                 | SECURE DISPOSAL<br>SHRED/DELETE<br><br>Notes:<br>1. After 3 years' review, if no longer required destroy                                                            |
| 18.3                                                                                        | Reports created by the Headteacher or the management team                                                                                                            | There may be data protection issues if the records refer to individual pupils or members of staff   |                            | Date of the report + a minimum of 3 years then review | SECURE DISPOSAL<br>SHRED/DELETE<br><br>Notes:<br>1. After 3 years' review, if no longer required destroy                                                            |
| 18.4                                                                                        | Records created by Headteacher, deputy head, head of year and other members of staff with administrative responsibilities which do not fall under any other category | 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<br>SHRED/DELETE<br><br>Notes: After 6 years' review, if no longer required destroy                                                                  |
| 18.5                                                                                        | Correspondence created by Headteacher deputy head, heads of year and other members of staff with                                                                     | There may be data protection issues if the records refer to                                         |                            | Current year +3 years                                 | SECURE DISPOSAL<br>SHRED/DELETE                                                                                                                                     |

|      |                                 |                                       |  |                                                                                                           |                                 |
|------|---------------------------------|---------------------------------------|--|-----------------------------------------------------------------------------------------------------------|---------------------------------|
|      | administrative responsibilities | individual pupils or members of staff |  |                                                                                                           |                                 |
| 18.6 | Professional development plans  | Yes                                   |  | These should be held on the individual's personnel record. If not then termination of employment +6 years | SECURE DISPOSAL<br>SHRED/DELETE |
| 18.7 | School Development Plan         | No                                    |  | Life of the plan +3 years                                                                                 | SECURE DISPOSAL<br>SHRED/DELETE |

| 14. Local Authority |                                                               |                       |                     |                       |                                                            |
|---------------------|---------------------------------------------------------------|-----------------------|---------------------|-----------------------|------------------------------------------------------------|
|                     | Basic File Description                                        | Data Protection Issue | Statutory Provision | Retention Period      | Action at the end of the administrative life of the record |
| 19.1                | Secondary Transfer Sheets (Primary)                           | Yes                   |                     | Current year +2 years | SECURE DISPOSAL<br>SHRED/DELETE                            |
| 19.2                | Attendance returns                                            | Yes                   |                     | Current year +1 year  | SECURE DISPOSAL<br>SHRED/DELETE                            |
| 19.3                | School Census returns                                         | Yes                   |                     | Current year +5 years | SECURE DISPOSAL<br>SHRED/DELETE                            |
| 19.4                | Circulars and other information sent from the local authority | No                    |                     | Operational Use       | SECURE DISPOSAL<br>SHRED/DELETE                            |

| 15. Central Government |                                                              |                       |                     |                               |                                                            |
|------------------------|--------------------------------------------------------------|-----------------------|---------------------|-------------------------------|------------------------------------------------------------|
|                        | Basic File Description                                       | Data Protection Issue | Statutory Provision | Retention Period              | Action at the end of the administrative life of the record |
| 20.1                   | OFSTED reports and papers where a physical copy is held      | No                    |                     | Life of the report the review | SECURE DISPOSAL<br>SHRED/DELETE                            |
| 20.2                   | Returns made to central government                           | No                    |                     | Current year +6 years         | SECURE DISPOSAL<br>SHRED/DELETE                            |
| 20.3                   | Circulars and other information sent from central government | No                    |                     | Operational use               | SECURE DISPOSAL<br>SHRED/DELETE                            |

The 16 schools in our Trust:

St. Mary's Menston, a Catholic Voluntary Academy

St. Joseph's Catholic Primary School Otley, a Voluntary Academy

Ss Peter and Paul Catholic Primary School, a Voluntary Academy

Sacred Heart Catholic Primary School Ilkley, a Voluntary Academy

St Mary's Horsforth Catholic Voluntary Academy

St. Joseph's Catholic Primary School Pudsey, a Voluntary Academy

St Joseph's Catholic Primary School Harrogate, a Voluntary Academy

St Mary's Catholic Primary School Knaresborough, a Voluntary Academy

St. Stephen's Catholic Primary School and Nursery, a Voluntary Academy

Holy Name Catholic Voluntary Academy

St Roberts Catholic Primary School, a Voluntary Academy

St John Fisher Catholic High School Harrogate, a Voluntary Academy

St Joseph's Catholic Primary School Tadcaster, a Voluntary Academy

Barkston Ash Catholic Primary School, a Voluntary Academy

St Joseph's Catholic Primary School Barnoldswick, a Voluntary Academy

St Wilfrid's Catholic Primary School, a Voluntary Academy



### **The Bishop Wheeler Catholic Academy Trust**

The Bishop Wheeler Catholic Academy Trust is a charity and a company limited by Guarantee, registered in England and Wales.

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