



Priory Junior School

School Records Management Policy

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

1. Scope of the Policy

- 1.1 This policy applies to all records created, received or maintained by staff of the school in the course of carrying out its functions.
- 1.2 Records are defined as all those documents which facilitate the business carried out by the school and which are then retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

2. Responsibilities

- 2.1 The school has a responsibility to maintain its records and record keeping systems accurately and in accordance with data protection regulations. The person with overall responsibility for this policy is the headteacher.
- 2.2 The person responsible for records management in the school will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely way. They will also monitor compliance with this policy by surveying at least annually to check if records are stored securely and can be accessed appropriately.
- 2.3 Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with the school's records management guidelines.

3. Relationship with Existing Policies

This policy has been drawn up within the context of:

- Freedom of Information policy
- Data Protection policy
- and with other legislation or regulations (including audit, equal opportunities and ethics) affecting the school.

Signed: _____ Headteacher

Date.....



Priory Junior School

Retention Schedule

1. Management of the School

Governing Body				
<i>File Description</i>	<i>Data Protection Issues</i>	<i>Statutory Provisions</i>	<i>School Retention Period</i>	<i>Action At End of Retention Period</i>
Agendas	No		One copy kept with minutes	SECURE DISPOSAL
Minutes of meetings	Confidential aspects if relate to a member of staff		Signed copy permanent All others – 3 years	SECURE DISPOSAL
Reports Presented to Governing Body	Confidential aspects if relate to a member of staff		3 years	SECURE DISPOSAL
Instruments of Governance	No		Permanent	SECURE DISPOSAL
Action Plans created by Governing Body	No		3 years	SECURE DISPOSAL
Policy Documents created by Governing Body	No		3 years	SECURE DISPOSAL
Records relating to complaints dealt with by Governing Body	Yes		7 years, then review and kept further if contentious dispute	SECURE DISPOSAL
Headteacher and Senior Leadership Team				
<i>File Description</i>	<i>Data Protection Issues</i>	<i>Statutory Provisions</i>	<i>School Retention Period</i>	<i>Action At End of Retention Period</i>
Log books of activity in the school maintained by the Head Teacher	Yes, if the log book refers to individual pupils or members of staff		Date of last entry in the book + a minimum of 6 years then review	SECURE DISPOSAL
Minutes of Senior Leadership Team meetings and meetings of other internal administrative bodies, incl. staff mtgs.	Yes, if the minutes refers to individual pupils or members of staff		Date of the meeting + 3 years then review	SECURE DISPOSAL
Reports created by the Headteacher or the Leadership Team	Yes, if the report refers to individual pupils or members of staff		Date of the report + a minimum of 3 years then review	SECURE DISPOSAL
Records created by headteacher, deputy headteacher, assistant headteachers and other members of staff with administrative responsibilities	Yes, if refers to individual pupils or members of staff		Current academic year + 6 years then review	SECURE DISPOSAL

Correspondence created by headteacher, deputy headteacher, assistant headteachers and other staff members	Yes, if refers to individual pupils or members of staff		Date of correspondence + 3 years then review	SECURE DISPOSAL
Professional Development Plans	Yes		Life of the plan + 6 years	SECURE DISPOSAL
School Development Plans	No		Life of the plan + 3 years	SECURE DISPOSAL
Admissions				
<i>File Description</i>	<i>Data Protection Issues</i>	<i>Statutory Provisions</i>	<i>School Retention Period</i>	<i>Action At End of Retention Period</i>
All records relating to the creation and implementation of the School Admissions' Policy	No	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Life of the policy + 3 years then review	SECURE DISPOSAL
Admissions – if the admission is successful	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Date of admission + 1 year	SECURE DISPOSAL
Admissions – if the appeal is unsuccessful	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Resolution of case + 1 year	SECURE DISPOSAL
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 three years after the date on which the entry was made.	SECURE DISPOSAL
Proofs of address supplied by parents as part of the admissions process	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Current year + 1 year	SECURE DISPOSAL
School admissions form including personal details, contact information and additional information such as religion, medical conditions etc	Yes		For successful admissions - this information is added to the pupil file	Transferred to receiving school. Otherwise, SECURE DISPOSAL

Operational Administration				
<i>File Description</i>	<i>Data Protection Issues</i>	<i>Statutory Provisions</i>	<i>School Retention Period</i>	<i>Action At End of Retention Period</i>
General files	No		Current year + 6 years then REVIEW	SECURE DISPOSAL
Records relating to the creation and publication of the prospectus	No		Current year + 3 years	STANDARD DISPOSAL
Records relating to the creation and distribution of letters to staff, parents or pupils	No		Current year + 1 year	STANDARD DISPOSAL
Newsletters and other items with a short operational use	No		Current year + 1 year	STANDARD DISPOSAL
Visitors' Books and Signing in Sheets	Yes		Current year + 6 years then REVIEW	SECURE DISPOSAL
Records relating to safeguarding checks of volunteers / contractors	Yes		Current year + 6 years then REVIEW	SECURE DISPOSAL
Records relating to the creation and management of Friends of Priory	No		Current year + 6 years then REVIEW	SECURE DISPOSAL

2. Human Resources

Recruitment				
<i>File Description</i>	<i>Data Protection Issues</i>	<i>Statutory Provisions</i>	<i>School Retention Period</i>	<i>Action At End of Retention Period</i>
All records leading up to the appointment of a new headteacher	Yes		Date of appointment + 6 years	SECURE DISPOSAL
All records leading up to the appointment of a new member of staff – unsuccessful candidates	Yes		Date of appointment of successful candidate + 6 months	SECURE DISPOSAL
All records leading up to the appointment of a new member of staff – successful candidate	Yes		All the relevant information added to the staff personnel file; all other information retained for 6 months	SECURE DISPOSAL
Pre-employment vetting information – DBS Checks	No	DBS Update Service Employer Guide June 2014: Keeping children safe in education. July 2015 (Statutory Guidance from Dept. of Education) Sections 73, 74	No copies of DBS certificates kept – notes to be made of what has been seen.	
Proofs of identity collected as part of the process of checking “portable” enhanced DBS disclosure	Yes		Note kept of what was seen and what has been checked. Non-financial related documentation placed on staff’s personnel file	
Pre-employment vetting information – Evidence proving the right to work in the United Kingdom	Yes	An employer’s guide to right to work checks [Home Office May 2015]	Added to staff’s personnel file.	
Operational Staff Management				
<i>File Description</i>	<i>Data Protection Issues</i>	<i>Statutory Provisions</i>	<i>School Retention Period</i>	<i>Action At End of Retention Period</i>
Staff Personnel File	Yes	Limitation Act 1980 (Section 2)	Termination of Employment + 6 years	SECURE DISPOSAL
Timesheets	Yes		Current year + 6 years	SECURE DISPOSAL
Annual appraisal records	Yes		Current year + 6 years	SECURE DISPOSAL

Management of Disciplinary and Grievance Processes				
<i>File Description</i>	<i>Data Protection Issues</i>	<i>Statutory Provisions</i>	<i>School Retention Period</i>	<i>Action At End of Retention Period</i>
Allegation of a child protection nature against a member of staff including where the allegation is unfounded	Yes	"Keeping children safe in education Statutory guidance for schools and colleges March 2015"; "Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015"	Until the person's normal retirement age or 10 years from the date of the allegation whichever is the longer then REVIEW. Allegations that are found to be malicious will be removed from personnel files. If found, they are kept on the file and a copy provided to the person concerned	SECURE DISPOSAL
Disciplinary Proceedings:	Yes			
oral warning			Date of warning ⁶ + 6 months	
written warning – level 1			Date of warning + 6 months	SECURE DISPOSAL Warnings are placed on personnel files and are removed from the file as per retention
written warning – level 2			Date of warning + 12 months	
final warning			Date of warning + 18 months	
case not found			If the incident is child protection related then see above otherwise disposed of at the conclusion of the case	SECURE DISPOSAL
Health and Safety				
<i>File Description</i>	<i>Data Protection Issues</i>	<i>Statutory Provisions</i>	<i>School Retention Period</i>	<i>Action At End of Retention Period</i>
Health and Safety Policy Statements	No		Life of policy + 3 years	SECURE DISPOSAL
Health and Safety Risk Assessments	No		Life of risk assessment + 3 years	SECURE DISPOSAL
Records relating to accident/ injury at work	Yes		Date of incident + 12 years In the case of serious accidents a further retention period will need to be applied	SECURE DISPOSAL
Accident Reporting	Yes	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980	Adults Date of the incident + 6 years Children DOB of the child + 25 years	SECURE DISPOSAL
First Aid Records	Yes		Current year + 3 years	SECURE DISPOSAL

Health Care Plans	Yes		While child remains at school. Then, added to child's educational file.	Transferred to next school. If not possible, SECURE DISPOSAL.
Administration of Medication records	Yes		Current year + 3 years	SECURE DISPOSAL
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
Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos	No	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19	Last action + 40 years	SECURE DISPOSAL
Fire Precautions log books	No		Current year + 6 years	SECURE DISPOSAL
Payroll and Pensions				
<i>File Description</i>	<i>Data Protection Issues</i>	<i>Statutory Provisions</i>	<i>School Retention Period</i>	<i>Action At End of Retention Period</i>
Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)	Current year + 3 years	SECURE DISPOSAL
Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes		Current year + 6 years	SECURE DISPOSAL

3. Financial Management of the School

Risk Management and Insurance				
<i>File Description</i>	<i>Data Protection Issues</i>	<i>Statutory Provisions</i>	<i>School Retention Period</i>	<i>Action At End of Retention Period</i>
Employer's Liability Insurance Certificate	No		Closure of the school + 40 years	SECURE DISPOSAL
Asset Management				
<i>File Description</i>	<i>Data Protection Issues</i>	<i>Statutory Provisions</i>	<i>School Retention Period</i>	<i>Action At End of Retention Period</i>
Inventories of furniture and equipment	No		Current year + 6 years	SECURE DISPOSAL
Burglary, theft and vandalism report forms	No		Current year + 6 years	SECURE DISPOSAL
Accounts and Statements including Budget Management				
<i>File Description</i>	<i>Data Protection Issues</i>	<i>Statutory Provisions</i>	<i>School Retention Period</i>	<i>Action At End of Retention Period</i>
Annual Accounts	No		Current year + 6 years	STANDARD DISPOSAL
All records relating to the creation and management of budgets including the Annual Budget statement and background papers	No		Life of the budget + 6 years	SECURE DISPOSAL
Invoices, receipts, order books and requisitions, delivery notices	No		Current financial year + 6 years	SECURE DISPOSAL
Records relating to the collection and banking of monies	No		Current financial year + 6 years	SECURE DISPOSAL
Records relating to the identification and collection of debt	No		Current financial year + 6 years	SECURE DISPOSAL
Loans and grants managed by the school	No		Date of last payment on the loan + 12 years then REVIEW	SECURE DISPOSAL
Contract Management				
<i>File Description</i>	<i>Data Protection Issues</i>	<i>Statutory Provisions</i>	<i>School Retention Period</i>	<i>Action At End of Retention Period</i>
All records relating to the management of contracts	No	Limitation Act 1980	Last payment on the contract + 6 years	SECURE DISPOSAL
Records relating to the monitoring of contracts	No		Current financial year + 6 years	SECURE DISPOSAL

School Meals Management				
<i>File Description</i>	<i>Data Protection Issues</i>	<i>Statutory Provisions</i>	<i>School Retention Period</i>	<i>Action At End of Retention Period</i>
Free School Meals Registers	Yes	Limitation Act 1980	Current year + 6 years	SECURE DISPOSAL
School Meals Registers	Yes		Current year + 3 years	SECURE DISPOSAL
School Meals Summary Sheets	No		Current year + 3 years	SECURE DISPOSAL

4. Property Management

Property Management				
<i>File Description</i>	<i>Data Protection Issues</i>	<i>Statutory Provisions</i>	<i>School Retention Period</i>	<i>Action At End of Retention Period</i>
Plans of property	No		These should be retained	
Records relating to the letting of school premises	No		Current financial year + 6 years	SECURE DISPOSAL
Property Maintenance				
<i>File Description</i>	<i>Data Protection Issues</i>	<i>Statutory Provisions</i>	<i>School Retention Period</i>	<i>Action At End of Retention Period</i>
All records relating to the maintenance of the school carried out by contractors	No		Current year + 6 years	SECURE DISPOSAL
All records relating to the maintenance of the school carried out by school employees including maintenance log books	No		Current year + 6 years	SECURE DISPOSAL

5. Pupil Management

Pupil's Educational Record				
<i>File Description</i>	<i>Data Protection Issues</i>	<i>Statutory Provisions</i>	<i>School Retention Period</i>	<i>Action At End of Retention Period</i>
Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005	Yes	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437	Retain whilst the child remains at the school	<p>The file will follow the pupil when he/she leaves the school. This will include:</p> <ul style="list-style-type: none"> • to another primary school • to a secondary school • to a pupil referral unit <p>If the pupil dies whilst at the school the file will be retained for the statutory retention period: DOB + 25 years, followed by SECURE DISPOSAL.</p> <p>If the pupil transfers to an independent school, transfers to home schooling or leaves the country, the file will be retained for the statutory retention period: DOB + 25 years, followed by SECURE DISPOSAL.</p>
SATs Results – Pupil Copies	Yes		This information should be added to the pupil file	
Internal Assessments incl. NFER Tests	Yes		This information should be added to the pupil file Copies kept for 3 years from date of leaving.	SECURE DISPOSAL
Child protection information held in separate files	Yes	"Keeping children safe in education Statutory guidance for schools and colleges March 2015"; "Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015"	<p>Retain whilst the child remains at the school</p> <p>CP files are archived within My Concern.</p>	<p>The file transfer with the child:</p> <ul style="list-style-type: none"> • to another primary school • to a secondary school • to a pupil referral unit <p>Otherwise, DOB of the child + 25 years then review, followed by: SECURE DISPOSAL – these records MUST be shredded</p>

--	--	--	--	--

Attendance				
<i>File Description</i>	<i>Data Protection Issues</i>	<i>Statutory Provisions</i>	<i>School Retention Period</i>	<i>Action At End of Retention Period</i>
Attendance Registers	Yes	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014	Every entry in the attendance register must be preserved for a period of three years after the date on which the entry was made.	SECURE DISPOSAL
Correspondence relating to authorised absence	Yes	Education Act 1996 Section 7	Current academic year + 2 years	SECURE DISPOSAL
Special Educational Needs				
<i>File Description</i>	<i>Data Protection Issues</i>	<i>Statutory Provisions</i>	<i>School Retention Period</i>	<i>Action At End of Retention Period</i>
Special Educational Needs files, reviews and Individual Education Plans (One Page Profiles)	Yes	Limitation Act 1980 (Section 2)	Retain whilst the child remains at the school	The file transfer with the child: <ul style="list-style-type: none"> • to another primary school • to a secondary school • to a pupil referral unit Otherwise, DOB of the child + 25 years then review, followed by: SECURE DISPOSAL – these records MUST be shredded
EHC Plans and any amendments made to EHC Plans	Yes		Retain whilst the child remains at the school	
Advice and information provided to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	Retain whilst the child remains at the school	
Accessibility Strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	Retain whilst the child remains at the school	
Photographs				
<i>File Description</i>	<i>Data Protection Issues</i>	<i>Statutory Provisions</i>	<i>School Retention Period</i>	<i>Action At End of Retention Period</i>
Photographs of pupils	Yes		Current year + 3 years, unless further permission has been given	SECURE DISPOSAL

6. Curriculum Management

Statistics and Management Information				
<i>File Description</i>	<i>Data Protection Issues</i>	<i>Statutory Provisions</i>	<i>School Retention Period</i>	<i>Action At End of Retention Period</i>
Curriculum returns	No		Current year + 3 years	SECURE DISPOSAL
SATS records - Results	Yes		Individual SATS results are recorded on the pupil's educational file and will therefore transfer to the next school. The school keeps a composite record of the whole year's SATs results. These are kept for current year + 6 years to allow suitable comparison.	SECURE DISPOSAL
- Papers			The papers are kept until any appeals/validation process is complete.	SECURE DISPOSAL
Published Admission Number (PAN) Reports	Yes		Current year + 6 years	SECURE DISPOSAL
Value Added and Contextual Data – school's own analysis, RAISEOnline, ASP information	Yes		Current year + 6 years	SECURE DISPOSAL
Self Evaluation Forms	Yes		Current year + 6 years	SECURE DISPOSAL
Implementation of Curriculum				
<i>File Description</i>	<i>Data Protection Issues</i>	<i>Statutory Provisions</i>	<i>School Retention Period</i>	<i>Action At End of Retention Period</i>
Schemes of Work	No		Current year + 1 year	Reviewed and then, SECURE DISPOSAL
Timetables	No		Current year + 1 year	
Class Record Books eg. lesson planning	No		Current year + 1 year	
Mark Books	No		Current year + 1 year	SECURE DISPOSAL
Class Teacher Assessment files	Yes		Retain while child is at school. At end of year 6, current year + 1 year	SECURE DISPOSAL
Individual Target Setting files	Yes		Retain while child is at school. Added to pupil file at end of year 6.	Transferred to receiving school. If not possible, SECURE DISPOSAL.
Record of homework set	No		Current year + 1 year	SECURE DISPOSAL
Pupils' Work	No		Returned to the pupil at the end of the academic year. A sample are kept for current year + 1 year.	Returned to pupil. If not possible, SECURE DISPOSAL

7. Extra-Curricular Activities

Educational Visits Outside The Classroom				
<i>File Description</i>	<i>Data Protection Issues</i>	<i>Statutory Provisions</i>	<i>School Retention Period</i>	<i>Action At End of Retention Period</i>
Records created by schools to obtain approval to run an Educational Visit outside the Classroom	No	Outdoor Education Advisers' Panel National Guidance website http://oeapng.info specifically Section 3 - "Legal Framework and Employer Systems" and Section 4 - "Good Practice".	Date of visit + 14 years	SECURE DISPOSAL
Parental consent forms for school trips where there has been no major incident	Yes		Conclusion of the trip	SECURE DISPOSAL
Parental permission slips for school trips – where there has been a major incident	Yes	Limitation Act 1980 (Section 2)	DOB of the pupil involved in the incident + 25 years; The permission slips for all the pupils on the trip need to be retained to show that the rules had been followed for all pupils	
Extra-Curricular Clubs				
<i>File Description</i>	<i>Data Protection Issues</i>	<i>Statutory Provisions</i>	<i>School Retention Period</i>	<i>Action At End of Retention Period</i>
Registers for after-school club attendance	Yes		Current school year + 1 year	SECURE DISPOSAL
Parental consent forms for extra-curricular clubs where there has been no major incident	Yes		Conclusion of the club	SECURE DISPOSAL
Parental permission slips for school trips – where there has been a major incident	Yes	Limitation Act 1980 (Section 2)	DOB of the pupil involved in the incident + 25 years; The permission slips for all the pupils in the club need to be retained to show that the rules had been followed for all pupils	
The BASE After-School Club				
<i>File Description</i>	<i>Data Protection Issues</i>	<i>Statutory Provisions</i>	<i>School Retention Period</i>	<i>Action At End of Retention Period</i>
Registration forms	Yes		While child is attending The BASE + 1 year	SECURE DISPOSAL
Registers for attendance at The BASE	Yes		Current school year + 1 year	SECURE DISPOSAL
Payment records	Yes		Current year + 6 years	SECURE DISPOSAL

8. Central Government and Local Authority

Local Authority				
<i>File Description</i>	<i>Data Protection Issues</i>	<i>Statutory Provisions</i>	<i>School Retention Period</i>	<i>Action At End of Retention Period</i>
Secondary Transfer Sheets (Primary)	Yes		Current year + 2 years	SECURE DISPOSAL
School Census Returns	Yes	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL
Letters and other information sent from the Local Authority	No		Operational use	SECURE DISPOSAL
Central Government				
<i>File Description</i>	<i>Data Protection Issues</i>	<i>Statutory Provisions</i>	<i>School Retention Period</i>	<i>Action At End of Retention Period</i>
OFSTED reports and papers	No		Life of the report then REVIEW	SECURE DISPOSAL
Returns made to central government	No		Current year + 6 years	SECURE DISPOSAL
School Census Returns	Yes	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL
Circulars and other information sent from central government	No		Operational use	SECURE DISPOSAL