



SEVEN FIELDS PRIMARY SCHOOL RECORDS MANAGEMENT POLICY

Person responsible for policy: Karen Luker, Data Protection Lead
Revised: May 2021
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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. It covers:

1. Scope
2. Responsibilities
3. Relationships with other policies

Appendix Retention Schedule

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 thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created or received, and then stored, in hard copy or electronically.
- 1.3 A small percentage of the school's records may be selected for permanent preservation as part of the institution's archives and for historical research.

2 Responsibilities

- 2.1 The school has a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Headteacher.
- 2.2 The Business Manager, who has day to day responsibility for records management in the school, will give guidance about good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely way. S/he 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 should be read in association with the following policies:

- Freedom of Information
- Data Protection

and with other legislation or regulations (including audit and equal opportunities and ethics) affecting the school. It should also be read in conjunction with the IRMS Toolkit for Schools 2019.

Appendix: Retention Schedule

This schedule contains retention periods for the different record series created and maintained by the School in the course of its business. The schedule refers to all information regardless of the medium in which it is stored. Some retention periods are governed by statute. Others follow best practice guidance. Every effort has been made to ensure that these retention periods are compliant with the requirements of the [General Data Protection Regulation \(GDPR\)](#) and the provisions of the Data Protection Act 2018 (DPA 2018) as set out in the [Data Protection Bill](#), and the Freedom of Information Act 2000.

Retention periods for documents with data protection issues and/or with statutory provisions

Management of the school

Governing Body

Description	Retention period	Action at end	Role responsible	Location of records
Records relating to complaints dealt with by the Governing Body	Date of the resolution of the complaint + a minimum of 6 years then review for further retention in case of contentious disputes	Secure disposal	Clerk to the Governors	Historic - filing cabinet in admin office Current - google drive

Headteacher, Leadership Team, Middle Leadership

Description	Retention period	Action at end	Role responsible	Location of records
Minutes of team meetings (with reference to individual pupils or staff members)	Date of the meeting + 3 years then review	Secure disposal	Headteacher	Google Drive
Reports (with reference to individual pupils or staff members)	Date of the meeting + 3 years then review	Secure disposal Pupil files follow pupil to the next educational establishment.	Admin Office/Business Manager	Pupil File and/or CPOMS Staff Files in admin office
Records (with reference to individual pupils or staff members)	Current academic year + 6 years then review	Secure disposal Pupil files follow pupil to the next educational establishment.	Admin Office/Business Manager	Pupil File and/or CPOMS Staff Files in admin office
Correspondence (with reference to individual pupils or staff members)	Date of correspondence + 3 years then review	Secure disposal Pupil files follow pupil to the next educational establishment.	Admin Office/Business Manager	Pupil File and/or CPOMS Staff Files in admin office

Admissions Process

Description	Retention period	Action at end	Role responsible	Location of records
School Admissions Policy	Life of the policy + 3 years then review	Secure disposal	Gaynor Pearce	Historic - Admin archive filing Current - school website/Google Drive
Admissions – if the admission is successful	Date of admission + 1 year	Secure disposal	Local Authority Admissions Team Gaynor Pearce	Admin archive filing
Admissions – if the appeal is unsuccessful	Resolution of case + 1 year	Secure disposal	Local Authority Admissions Team	Admin archive filing
Register of admissions	Permanent	Records permanently kept to enable the school to confirm dates pupils attended the school	Gaynor Pearce	MIS System Paper copies from Swindon Borough Council - admin archive filing

Operational Administration

Description	Retention period	Action at end	Role responsible	Location of records
Visitors' Books and Signing in Sheets	Current year + 6 years then review	Secure disposal	Karen Luker	Historic - paper copies filed with archive admin filing Current - Inventory signing in system

Human Resources

Recruitment

Description	Retention period	Action at end	Role responsible	Location of records
Records relating to appointment of a new Headteacher	Date of appointment + 6 years	Secure disposal	Karen Luker	Staff File - successful candidate.
Records relating to appointment of a new member of staff – unsuccessful candidates	Date of appointment of successful candidate + 6 months	Secure disposal	Karen Luker Gaynor Pearce	Archive admin filing

Records relating to appointment of a new member of staff – successful candidate	Add relevant information to the staff personal file; Otherwise Date of appointment + 6 months	Secure disposal	Karen Luker Gaynor Pearce	Information held on staff file
Copies of DBS certificates Copies of DBS certificates are not retained - may be copied to capture information but then securely destroyed.	DBS information held on staff file/SCR for period of employment/volunteering position/contract worker	Secure Disposal	Gaynor Pearce Gill Young	Information held on SCR & staff files
Proofs of identity	Termination of employment + 6 years.	Secure Disposal	Gaynor Pearce Karen Luker	Information held on staff file
Evidence of right to work in the UK	Home Office requires Date of termination of employment + at least 2 years	Secure Disposal	Gaynor Pearce Karen Luker	Historic copies added to the staff personal file. New evidence held in separate file in admin office

Operational Staff Management

Description	Retention period	Action at end	Role responsible	Location of records
Staff personal file	Termination of employment + 6 years	Secure disposal	Karen Luker Gaynor Pearce	
Timesheets (Signing in/out information)	Current year + 6 years	Secure disposal	Karen Luker Gaynor Pearce	Historic - paper copies filed with archive admin filing Current - Inventory signing in system
Annual appraisal record	Current year + 5 years	Secure disposal	Karen Luker Gaynor Pearce	Staff file

Management of Disciplinary and Grievance Processes

Description	Retention period	Action at end	Role responsible	Location of records
Allegation of a child protection nature against a member of staff, including where the allegation is unfounded	Whichever is the longer of: Person's normal retirement age OR Date of allegation + 10 years Then review	Secure disposal These records must be shredded	Headteacher	Head Teacher's office - locked filing cabinet

	Note allegations that are found to be malicious should be removed from files			
Disciplinary proceedings: Oral warning Written warning – level 1 Written warning – level 2 Final warning Case not found	Date of warning + 6 months Date of warning + 6 months Date of warning + 12 months Date of warning + 18 months Conclusion of case (unless CP related)	Secure disposal	Headteacher Business Manager	Staff Files

Health and safety

Description	Retention period	Action at end	Role responsible	Location of records
Records relating to accident/injury at work	Date of incident + 12 years In case of serious accidents a further retention period will need to be applied	Secure disposal	Karen Luker	Historic paper records - admin archive filing Current - Smartlog
Accident reporting – adults	Date of incident + 6 years	Secure disposal	Karen Luker	Historic paper records - admin archive filing Current - Smartlog
Accident reporting – children	DOB of the pupil involved in the incident + 25 years	Secure disposal	Karen Luker	Historic paper records - admin archive filing Current - Smartlog
Control of Substances Hazardous to Health (COSHH)	Current year + 40 years	Secure disposal	Karen Luker	Historic paper records - admin archive filing Current - cleaning cupboard, kitchen & SBM office

Monitoring of areas where employees and persons are likely to have come into contact with asbestos	Last action + 40 years	Secure disposal	Karen Luker	Admin office (archive filing)
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Payroll and Pensions

Description	Retention period	Action at end	Role responsible	Location of records
Maternity pay records	Current year + 3 years	Secure disposal	Gaynor Pearce	Admin archive filing
Records held under Retirements Benefits Schemes (Information Powers) Regulations 1995	Current year + 6 years	Secure disposal	Karen Luker Gaynor Pearce	Admin archive filing

Financial Management of the School

Contract management

Description	Retention period	Action at end	Role responsible	Location of records
Records relating to management of contracts under seal	Last payment on contract + 12 years	Secure disposal	Karen Luker	School Business Manager's office
Records relating to management of contracts under signature	Last payment on contract + 6 years	Secure disposal	Karen Luker	School Business Manager's office

Pupil Management

Pupil's Educational Record

Description	Retention period	Action at end	Role responsible	Location of records
Pupil's Educational Record	DOB of pupil + 25 years	Secure disposal The file will follow the pupil if s/he transfers to another school/secondary school	Admin Office	Admin Office
Examination results – pupil copies (public and internal)	Add to pupil file	Secure disposal The file will follow the pupil if s/he transfers to another school/secondary school	Admin Office	Pupil File (School Report)
Child protection information (held in separate files)	DOB of pupil + 25 years	Secure disposal These records must be shredded The file should follow the pupil when s/he transfers to another education institution	Designated Safeguarding Lead	All information for current pupils kept electronically (CPOMS). Historic paperwork kept in locked filing cabinet. All CP files for pupils where we have no forwarding information (i.e. gone abroad/home schooling) kept in admin archive filing until next school in UK identified.

Attendance

Description	Retention period	Action at end	Role responsible	Location of records
Attendance registers	Date entry made + 3 years	Secure disposal	Gaynor Pearce	MIS System (SIMS - Historic/Integris - Current)
Correspondence relating to authorized absence	Current academic year + 2 years	Secure disposal	Gaynor Pearce	MIS System (SIMS - Historic/Integris - Current)

Special Educational Needs

Description	Retention period	Action at end	Role responsible	Location of records
Special educational needs files, reviews and Individual Education Plan	DOB of pupil + 25 years Note this retention period is the minimum retention period that any pupil file should be kept	Secure disposal	SENCo - Sarah Muir Kirsten Dunning	Copies of all correspondence retained on pupil file. Copy of correspondence also kept on SM/KD personal drive IEP's kept on Google Drive Copies of all correspondence uploaded to CPOMS
Statement of SEN/ EHCP and any amendments	DOB of pupil + 25 years Note this retention period is the minimum retention period that any pupil file should be kept	Secure disposal	SENCo - Sarah Muir Kirsten Dunning	Copies of all correspondence retained on pupil file. Copy of correspondence also kept on SM/KD personal drive
Advice and information provided to parents regarding educational needs	DOB of pupil + 25 years Note this retention period is the minimum retention period that any pupil file should be kept	Secure disposal	SENCo - Sarah Muir Kirsten Dunning	Copies of all correspondence retained on pupil file. Copy of correspondence also kept on SM/KD personal drive

Curriculum Management

Statistics and Management Information

Description	Retention period	Action at end	Role responsible	Location of records
Examination results (Schools' copy)	Current year + 6 years	Secure disposal	Headteacher	MIS - Integris

Extra Curricular Activities

Educational Visits Outside the Classroom

Description	Retention period	Action at end	Role responsible	Location of records
Records created to obtain approval to run educational visit outside the classroom	Date of visit + 10 years	Secure disposal	Gaynor Pearce Karen Luker	Most recent - admin office Historic - admin archive filing
Parental consent forms for school trips where there has been no major incident	Conclusions of the trip	Secure disposal	Gaynor Pearce Karen Luker	Admin office
Parental consent forms for school trips where there has been a major incident	DOB of the pupil involved in the incident + 25 years	Secure disposal	Gaynor Pearce Karen Luker	Most recent - admin office Historic - admin archive filing