# Retention Schedules

# LDST uses the IRMS Toolkit for Academies and accompanying retention schedules

## OUR TRUST PRAYER

Heavenly Father,
Let peace, friendship and love grow in our schools.
Send the Holy Spirit to give
excellence to our learning,
love to our actions and
joy to our worship.
Guide us to help others,
so that we may all
Learn, Love and Achieve, Together with Jesus.
Amen

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# 1.Governance, Funding and Financial Management of the Academy Trust

Academies are governed by the Academy Trust, which will usually be a company limited by guarantee[1]. The Academy Trust may also be a charitable trust.

| 1.1 Governance of the Academy Trust | | | | | |
|---|---|---|---|---|---|
| | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
| 1.1.1 | Governance Statement | No | | Life of governance statement + 6 years | SECURE DISPOSAL |
| 1.1.2 | Articles of Association | No | | Life of the Academy | |
| 1.1.3 | Memorandum of Association | No | | This can be disposed of once the Academy has been incorporated | SECURE DISPOSAL |
| 1.1.4 | Memorandum of Understanding of Shared Governance among Schools | No | *Companies Act 2006 section 355* | Life of Memorandum of Understanding + 6 years | SECURE DISPOSAL |
| 1.1.5 | Constitution | No | | Life of the Academy | |
| 1.1.6 | Special Resolutions to amend the Constitution | No | | Life of the Academy | |
| 1.1.7 | Written Scheme of Delegation | No | *Companies Act 2006 section 355* | Life of Written Scheme of Delegation + 10 years | SECURE DISPOSAL |
| 1.1.8 | Directors – Appointment | No | | Life of appointment + 6 years | SECURE DISPOSAL |
| 1.1.9 | Directors – Disqualification | No | Company Directors Disqualification Act 1986 | Date of disqualification + 15 years | SECURE DISPOSAL |

[1] A **company limited by guarantee** does not usually have a share capital or shareholders, but instead has members who act as guarantors. The guarantors give an undertaking to contribute a nominal amount (typically very small) in the event of winding up of the **company**. In the case of an Academy, the guarantors will guarantee the sum of £10 each.

| 1.1 Governance of the Academy Trust | | | | | |
|---|---|---|---|---|---|
| | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
| 1.1.10 | Directors – Termination of Office | No | | Date of termination + 6 years | SECURE DISPOSAL |
| 1.1.11 | Annual Report – Trustees Report | No | *Companies Act 2006 section 355* | Date of report + 10 years | SECURE DISPOSAL |
| 1.1.12 | Annual Report and Accounts | No | *Companies Act 2006 section 355* | Date of report + 10 years | SECURE DISPOSAL |
| 1.1.13 | Annual Return | No | *Companies Act 2006 section 355* | Date of report + 10 years | SECURE DISPOSAL |
| 1.1.14 | Appointment of Trustees and Governors and Directors | Yes | | Life of appointment + 6 years | SECURE DISPOSAL |
| 1.1.15 | Statement of Trustees Responsibilities | No | | Life of appointment + 6 years | SECURE DISPOSAL |
| 1.1.16 | Appointment and removal of Members | No | | Life of appointment + 6 years | SECURE DISPOSAL |
| 1.1.17 | Strategic Review | No | | Date of the review + 6 years | SECURE DISPOSAL |
| 1.1.18 | Strategic Plan [also known as School Development Plans] | No | | Life of plan + 6 years | SECURE DISPOSAL |
| 1.1.19 | Accessibility Plan | There may be if the plan refers to specific pupils | Limitation Act 1980 (Section 2) | Life of plan + 6 years | SECURE DISPOSAL |

| 1.2 Board of Directors, Members Meetings and Governing Body | | | | | |
|---|---|---|---|---|---|
| | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
| | **Board of Directors** | | | | |
| 1.2.1 | Board Meeting Minutes | Could be if the minutes refer to living individuals | Companies Act 2006 section 248 | Minutes must be kept for at least 10 years from the date of the meeting | OFFER TO ARCHIVES |
| 1.2.2 | Board Decisions | Could be if the decisions refer to living individuals | | Date of the meeting + a minimum of 10 years | OFFER TO ARCHIVES |
| 1.2.3 | Board Meeting: Annual Schedule of Business | No | | Current year | SECURE DISPOSAL |
| 1.2.4 | Board Meeting: Procedures for conduct of meeting | No | Limitation Act 1980 (Section 2) | Date procedures superseded + 6 years | SECURE DISPOSAL |
| | **Committees**[2] | | | | |
| 1.2.5 | Minutes relating to any committees set up by the Board of Directors | Could be if the minutes refer to living individuals | | Date of the meeting + a minimum of 10 years | OFFER TO ARCHIVES |
| | **General Members' Meeting** | | | | |
| 1.2.6 | Records relating to the management of General Members' Meetings | Could be if the minutes refer to living individuals | Companies Act 2006 section 248 | Minutes must be kept for at least 10 years from the date of the meeting[3] | OFFER TO ARCHIVES |

[2] The board can establish any committee and determine the constitution, membership and proceedings that will apply.
[3] The signed minutes must be kept securely together with the notice and agenda for the meeting and supporting documentation provided for consideration at the meeting. Documentation is generally filed in a dedicated minute book, which is usually in the form of a loose-leaf binder to which additional pages can be easily added.

| 1.2 Board of Directors, Members Meetings and Governing Body | | | | | |
|---|---|---|---|---|---|
| | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
| 1.2.7 | Records relating to the management of the Annual General Meeting[4] | Could be if the minutes refer to living individuals | Companies Act 2006 section 248 | Minutes must be kept for at least 10 years from the date of the meeting[5] | OFFER TO ARCHIVES |
| | **Governors** | | | | |
| 1.2.8 | Agendas for Governing Body meetings | May be data protection issues, if the meeting is dealing with confidential issues relating to staff | | One copy should be retained with the master set of minutes. All other copies can be disposed of | SECURE DISPOSAL[6] |
| 1.2.9 | Minutes of, and papers considered at, meetings of the Governing Body and its committees | May be data protection issues, if the meeting is dealing with confidential issues relating to staff | | | |
| | Principal Set (signed) | | | Life of Academy | |
| | Inspection Copies[7] | | | Date of meeting + 3 years | SECURE DISPOSAL |

[4] Not all Academies are required to hold an Annual General Meeting for the Members – the requirement will be stated in the Constitution.
[5] The signed minutes must be kept securely together with the notice and agenda for the meeting and any supporting documentation provided for consideration at the meeting. Documentation is generally filed in a dedicated minute book, which is usually in the form of a loose-leaf binder to which additional pages can be easily added.
[6] In this context, SECURE DISPOSAL should be taken to mean disposal using confidential waste bins, or if the school has the facility, shredding using a cross-cut shredder.
[7] These are the copies which the clerk to the Governor may wish to retain, so that requestors can view all the relevant information, without the clerk needing to print off and collate redacted copies of the minutes each time a request is made.

| 1.2 Board of Directors, Members Meetings and Governing Body | | | | | |
|---|---|---|---|---|---|
| | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
| 1.2.10 | Reports presented to the Governing Body | May be data protection issues, if the report deals with confidential issues relating to staff | | Reports should be kept for a minimum of 6 years. However, if the minutes refer directly to individual reports, then the reports should be kept for the life of the Academy | SECURE DISPOSAL or retain with the signed set of minutes |
| 1.2.11 | Meeting papers relating to the annual parents' meeting held under Section 33 of the Education Act 2002 | No | Education Act 2002, Section 33 | Date of the meeting + a minimum of 6 years | SECURE DISPOSAL |
| 1.2.12 | Trusts and Endowments managed by the Governing Body | No | | PERMANENT | |
| 1.2.13 | Records relating to complaints dealt with by the Governing Body | Yes | | Date of the resolution of the complaint + a minimum of 6 years then review for further retention in case of contentious disputes | SECURE DISPOSAL |

| 1.2 Board of Directors, Members Meetings and Governing Body | | | | | |
|---|---|---|---|---|---|
| | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
| 1.2.14 | Annual Reports created under the requirements of the Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002 | No | Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002 SI 2002 No 1171 | Date of report + 10 years | SECURE DISPOSAL |
| | **Statutory Registers**[8] | | | | |
| 1.2.15 | Register of Directors | | Companies Act 2006 | Life of the Academy + 6 years | SECURE DISPOSAL |
| 1.2.16 | Register of Directors' interests [this is not a statutory register] | | | Life of the Academy + 6 years | SECURE DISPOSAL |
| 1.2.17 | Register of Directors' residential addresses | | Companies Act 2006 | Life of the Academy + 6 years | SECURE DISPOSAL |
| 1.2.18 | Register of gifts, hospitality and entertainments | | Companies Act 2006 | Life of the Academy + 6 years | SECURE DISPOSAL |
| 1.2.19 | Register of members | | Companies Act 2006 | Life of the Academy + 6 years | SECURE DISPOSAL |
| 1.2.20 | Register of secretaries | | Companies Act 2006 | Life of the Academy + 6 years | SECURE DISPOSAL |
| 1.2.21 | Register of Trustees interests | | | Life of the Academy + 6 years | SECURE DISPOSAL |
| 1.2.22 | Declaration of Interests Statements [Governors] [this is not a statutory register] | | | Life of the Academy + 6 years | SECURE DISPOSAL |

[8] Academies are required by law to keep specific records, collectively known as statutory registers or the statutory books. The registers record information relating to the Academy's operations and structure, such as the current directors. Records should be kept up-to-date to reflect any changes that take place.

| 1.3 Funding and Finance | | | | | |
|---|---|---|---|---|---|
| | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
| | **Strategic Finance** | | | | |
| 1.3.1 | Statement of financial activities for the year | No | | Current financial year + 6 years | SECURE DISPOSAL |
| 1.3.2 | Financial planning | No | | Current financial year + 6 years | SECURE DISPOSAL |
| 1.3.3 | Value for money statement | No | | Current financial year + 6 years | SECURE DISPOSAL |
| 1.3.4 | Records relating to the management of VAT | No | | Current financial year + 6 years | SECURE DISPOSAL |
| 1.3.5 | Whole of government accounts returns | No | | Current financial year + 6 years | SECURE DISPOSAL |
| 1.3.6 | Borrowing powers | No | | Current financial year + 6 years | SECURE DISPOSAL |
| 1.3.7 | Budget plan | No | | Current financial year + 6 years | SECURE DISPOSAL |
| 1.3.8 | Charging and remissions policy | No | | Date policy superseded + 3 years | SECURE DISPOSAL |
| | | | | | |
| | **Audit Arrangements** | | | | |
| 1.3.9 | Audit Committee and appointment of responsible officers | No | | Life of the Academy | SECURE DISPOSAL |
| 1.3.10 | Independent Auditor's report on regularity | No | | Financial year report relates to + 6 years | SECURE DISPOSAL |
| 1.3.11 | Independent Auditor's report on financial statements | No | | Financial year report relates to + 6 years | SECURE DISPOSAL |

| 1.3 Funding and Finance | | | | | |
|---|---|---|---|---|---|
| | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
| | **Funding Agreements** | | | | |
| 1.3.12 | Funding Agreement with Secretary of State and supplemental funding agreements9 | No | | Date of last payment of funding + 6 years | SECURE DISPOSAL |
| 1.3.13 | Funding Agreement – Termination of the funding agreement[10] | | | Date of last payment of funding + 6 years | SECURE DISPOSAL |
| 1.3.14 | Funding Records – Capital Grant | No | | Date of last payment of funding + 6 years | SECURE DISPOSAL |
| 1.3.15 | Funding Records – Earmarked Annual Grant (EAG) | No | | Date of last payment of funding + 6 years | SECURE DISPOSAL |
| 1.3.16 | Funding Records – General Annual Grant (GAG) | No | | Date of last payment of funding + 6 years | SECURE DISPOSAL |
| 1.3.17 | Per pupil funding records | No | | Date of last payment of funding + 6 years | SECURE DISPOSAL |
| 1.3.18 | Exclusions agreement[11] | No | | Date of last payment of funding + 6 years | SECURE DISPOSAL |

[9] Where there is multi-Academy governance.
[10] Either party may give not less than 7 financial years' written notice to terminate the Agreement, such notice to expire on 31 August. Or, where the Academy has significant financial issues or is insolvent, the Agreement can be terminated by the Secretary of State to take effect on the date of the notice.
[11] The Academy can enter into an arrangement with a Local Authority (LA), so that payment will flow between the Academy and the LA, in the same way as it would do were the Academy a maintained school.

| 1.3 Funding and Finance | | | | | |
|---|---|---|---|---|---|
| | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
| 1.3.19 | Funding records[12] | No | | Date of last payment of funding + 6 years | SECURE DISPOSAL |
| 1.3.20 | Gift Aid and Tax Relief | No | | Date of last payment of funding + 6 years | SECURE DISPOSAL |
| 1.3.21 | Records relating to loans | No | | Date of last payment on loan + 6 years if the loan is under £10,000 or date of last payment on loan + 12 years if the loan is over £10,000 | SECURE DISPOSAL |
| | **Payroll and Pensions** | | | | |
| 1.3.22 | Maternity pay records | Yes | Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567) | Current year + 3 years | SECURE DISPOSAL |
| 1.3.23 | Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995 | Yes | Regulation 15 Retirement Benefits Schemes (Information Powers) Regulations 1995 (SI 1995/3103) | From the end of the year in which the accounts were signed for a minimum of 6 years | SECURE DISPOSAL |

[12] Funding agreement which says that the Academy can receive donations and can only charge where the law allows maintained schools to charge [see Charging and Remission Policy].

| 1.3 Funding and Finance | | | | | |
|---|---|---|---|---|---|
| | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
| 1.3.24 | Management of the Teachers' Pension Scheme | Yes | | Date of last payment on the pension + 6 years | SECURE DISPOSAL |
| 1.3.25 | Records relating to pension registrations | Yes | | Date of last payment on the pension + 6 years | SECURE DISPOSAL |
| 1.3.26 | Payroll records | Yes | | Date payroll run + 6 years | SECURE DISPOSAL |
| | **Risk Management and Insurance** | | | | |
| 1.3.27 | Insurance policies | No | | Date the policy expires + 6 years | SECURE DISPOSAL |
| 1.3.28 | Records relating to the settlement of insurance claims | No | | Date claim settled + 6 years | SECURE DISPOSAL |
| 1.3.29 | Employer's Liability Insurance Certificate | No | | Closure of the school + 40 years | SECURE DISPOSAL |
| | **Endowment Funds and Investments** | | | | |
| 1.3.30 | Investment policies | No | | Life of the investment + 6 years | SECURE DISPOSAL |
| 1.3.31 | Management of Endowment Funds | No | | Life of the fund + 6 years | |
| | **Accounts and Statements** | | | | |
| 1.3.32 | Annual accounts | No | | Current year + 6 years | STANDARD DISPOSAL |
| 1.3.33 | Loans and grants managed by the school | No | | Date of last payment on the loan + 12 years then REVIEW | SECURE DISPOSAL |

| 1.3 Funding and Finance | | | | | |
|---|---|---|---|---|---|
| | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
| 1.3.34 | Student Grant applications | Yes | | Current year + 3 years | SECURE DISPOSAL |
| 1.3.35 | 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 |
| 1.3.36 | Invoices, receipts, order books and requisitions, delivery notices | No | | Current financial year + 6 years | SECURE DISPOSAL |
| 1.3.37 | Records relating to the collection and banking of monies | No | | Current financial year + 6 years | SECURE DISPOSAL |
| 1.3.38 | Records relating to the identification and collection of debt | No | | Current financial year + 6 years | SECURE DISPOSAL |
| | **Contract Management** | | | | |
| 1.3.39 | All records relating to the management of contracts under seal | No | Limitation Act 1980 | Last payment on the contract + 12 years | SECURE DISPOSAL |
| 1.3.40 | All records relating to the management of contracts under signature | No | Limitation Act 1980 | Last payment on the contract + 6 years | SECURE DISPOSAL |
| 1.3.41 | Records relating to the monitoring of contracts | No | | Current year + 2 years | SECURE DISPOSAL |
| | **Asset Management** | | | | |
| 1.3.42 | Inventories of furniture and equipment | No | | Current year + 6 years | SECURE DISPOSAL |

| 1.3 Funding and Finance | | | | | |
|---|---|---|---|---|---|
| | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
| 1.3.43 | Burglary, theft and vandalism report forms | No | | Current year + 6 years | SECURE DISPOSAL |
| 1.3.44 | Records relating to the leasing of shared facilities, such as sports centres | No | | Current year + 6 years | SECURE DISPOSAL |
| 1.3.45 | Land and building valuations | No | | Date valuation superseded + 6 years | SECURE DISPOSAL |
| 1.3.46 | Disposal of assets | No | | Date asset disposed of + 6 years | SECURE DISPOSAL |
| 1.3.47 | Community School leases for land | No | | Date lease expires + 6 years | SECURE DISPOSAL |
| 1.3.48 | Commercial transfer arrangements | No | | Date of transfer + 6 years | SECURE DISPOSAL |
| 1.3.49 | Transfer of land to the Academy Trust | No | | Life of land ownership then transfer to new owner | SECURE DISPOSAL |
| 1.3.50 | Transfers of freehold land | No | | Life of land ownership then transfer to new owner | SECURE DISPOSAL |
| | **School Fund** | | | | |
| 1.3.51 | School Fund – Cheque books | No | | Current year + 6 years | SECURE DISPOSAL |
| 1.3.52 | School Fund – Paying in books | No | | Current year + 6 years | SECURE DISPOSAL |
| 1.3.53 | School Fund – Ledger | No | | Current year + 6 years | SECURE DISPOSAL |
| 1.3.54 | School Fund – Invoices | No | | Current year + 6 years | SECURE DISPOSAL |

| 1.3 Funding and Finance | | | | | |
|---|---|---|---|---|---|
| | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
| 1.3.55 | School Fund – Receipts | No | | Current year + 6 years | SECURE DISPOSAL |
| 1.3.56 | School Fund – Bank statements | No | | Current year + 6 years | SECURE DISPOSAL |
| 1.3.57 | School Fund – Journey books | No | | Current year + 6 years | SECURE DISPOSAL |
| | **School Meals**[13] | | | | |
| 1.3.58 | Free school meals registers | Yes | | Current year + 6 years | SECURE DISPOSAL |
| 1.3.59 | School meals registers | Yes | | Current year + 3 years | SECURE DISPOSAL |
| 1.3.60 | School meals summary sheets | No | | Current year + 3 years | SECURE DISPOSAL |

As a charity, an Academy is not permitted to trade and make a profit. It is, however, possible to set up a subsidiary trading company, which can sell products or services and Gift Aid profits back to the Academy. If the Academy operates a subsidiary company, it is expected that these records will be managed in line with standard business practice.

| 1.4 Policies, Frameworks and Overarching Requirements | | | | | |
|---|---|---|---|---|---|
| | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
| 1.4.1 | Data Protection Policy, including data protection notification | No | | Date policy superseded + 6 years | SECURE DISPOSAL |
| 1.4.2 | Freedom of Information Policy | No | | Date policy superseded + 6 years | SECURE DISPOSAL |

[13] Unless it would be unreasonable to do so, school lunches should be provided when they are requested by, or on behalf of, any pupil. A school lunch must be provided free of charge to any pupil entitled to free school lunches. From September 2014, free school lunches must be provided to all KS1 pupils.

| 1.4 | Policies, Frameworks and Overarching Requirements | | | | |
|---|---|---|---|---|---|
| | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
| 1.4.3 | Information Security Breach Policy | No | | Date policy superseded + 6 years | SECURE DISPOSAL |
| 1.4.4 | Special Educational Needs Policy | No | | Date policy superseded + 6 years | SECURE DISPOSAL |
| 1.4.5 | Complaints Policy | No | | Date policy superseded + 6 years | SECURE DISPOSAL |
| 1.4.6 | Risk and Control Framework | No | | Life of framework + 6 years | SECURE DISPOSAL |
| 1.4.7 | Rules and Bylaws | No | | Date rules or bylaws superseded + 6 years | SECURE DISPOSAL |
| 1.4.9 | Home School Agreements[14] | No | | Date agreement revised + 6 years | SECURE DISPOSAL |
| 1.4.10 | Equality Information and Objectives (public sector equality duty) Statement for publication | No | | Date of statement + 6 years | SECURE DISPOSAL |

[14] This should be drawn up in consultation with parents and should apply to all pupils.

# 2.Human Resources

| 2.1 Recruitment[15] | | | | | |
|---|---|---|---|---|---|
| | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
| 2.1.1 | All records leading up to the appointment of a new Head Teacher | Yes | | Date of appointment + 6 years | SECURE DISPOSAL |
| 2.1.2 | 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 |
| 2.1.3 | All records leading up to the appointment of a new member of staff – successful candidate | Yes | | All relevant information should be added to the Staff Personal File (see below) and all other information retained for 6 months | SECURE DISPOSAL |
| 2.1.4 | Pre-employment vetting information – DBS Checks[16] | No | DBS Update Service Employer Guide June 2014<br><br>Keeping Children Safe in Education | The school's Single Central Record (SCR) should be completed. Paragraph 164 of KCSiE sets out what must be included on the SCR (the date the check was completed or certificate obtained should be recorded). Copies of DBS certificates should NOT be kept or added to the Staff Personal File (if there are extenuating circumstances and a copy taken, it must be securely destroyed within 6 months). | SECURE DISPOSAL |
| 2.1.5 | Proofs of identity collected as part of the process of checking "portable" enhanced DBS disclosure | Yes | | Where possible, these should be checked, and a note kept of what was seen and what has been checked. Copies must not be retained in the Staff Personal File for the purposes of the DBS. | SECURE DISPOSAL |

[15] Academies do not necessarily have to employ people with qualified teacher status; only the SEN and designated LAC teacher must be qualified.
[16] Academies are bound by the legislation that applies to independent schools NOT maintained schools.

| 2.1 Recruitment[15] | | | | | |
|---|---|---|---|---|---|
| | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
| 2.1.6 | Pre-employment vetting information – Evidence proving the right to work in the United Kingdom[17] | Yes | An employer's guide to right to work checks [Home Office May 2015] | Where possible, these documents should be added to the Staff Personal File, but if they are kept separately, then the Home Office requires that the documents are kept for termination of employment plus not less than 2 years | SECURE DISPOSAL |
| 2.1.7 | Records relating to the employment of overseas teachers | Yes | | Where possible, these documents should be added to the Staff Personal File, but if they are kept separately, then the Home Office requires that the documents are kept for termination of employment plus not less than 2 years | SECURE DISPOSAL |
| 2.1.8 | Records relating to the TUPE process | Yes | | Date last member of staff transfers or leaves the organisation + 6 years | SECURE DISPOSAL |

[17] Employers are required to take a "clear copy" of the documents which they are shown as part of this process.

| 2.2 Operational Staff Management | | | | | |
|---|---|---|---|---|---|
| | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
| 2.2.1 | Staff Personal File, including employment contract and staff training records | Yes | Limitation Act 1980 (Section 2) | Termination of employment + 6 years | SECURE DISPOSAL |
| 2.2.2 | Timesheets | Yes | | Current year + 6 years | SECURE DISPOSAL |
| 2.2.3 | Annual appraisal/assessment records | Yes | | Current year + 5 years | SECURE DISPOSAL |
| 2.2.4 | Records relating to the agreement of pay and conditions | No | | Date pay and conditions superseded + 6 years | SECURE DISPOSAL |
| 2.2.5 | Training needs analysis | No | | Current year + 1 year | SECURE DISPOSAL |

| 2.3 Management of Disciplinary and Grievance Processes | | | | | |
|---|---|---|---|---|---|
| | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
| 2.3.1 | Allegation which is child protection in 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 longer, then REVIEW | SECURE DISPOSAL These records must be shredded |
| 2.3.2 | Disciplinary Proceedings | Yes | | | |
| | • Oral warning | | | Date of warning[18] + 6 months | SECURE DISPOSAL[19] |

[18] Where the warning relates to child protection issues, see above. If the disciplinary proceedings relate to a child protection matter, please contact your Safeguarding Children Officer for further advice.

[19] If warnings are placed on personal files, then they must be weeded from the file.

| 2.3 Management of Disciplinary and Grievance Processes | | | | | |
|---|---|---|---|---|---|
| | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
| | • Written warning – level 1 | | | Date of warning + 6 months | SECURE DISPOSAL[20] |
| | • Written warning – level 2 | | | Date of warning + 12 months | SECURE DISPOSAL[21] |
| | • Final warning | | | Date of warning + 18 months | SECURE DISPOSAL[22] |
| | • Case not found | | | If the incident is child protection related, then see above; otherwise, dispose of at the conclusion of the case | SECURE DISPOSAL |

| 2.4 Health and Safety | | | | | |
|---|---|---|---|---|---|
| | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
| 2.4.1 | Health and Safety policy statements | No | | Life of policy + 3 years | SECURE DISPOSAL |
| 2.4.2 | Health and Safety risk assessments | No | | Life of risk assessment + 3 years | SECURE DISPOSAL |
| 2.4.3 | Records relating to accident/injury at work | Yes | | Date of incident + 12 years<br>In the case of serious accidents, a further retention period will need to be applied | SECURE DISPOSAL |

[20] If warnings are placed on personal files, then they must be weeded from the file.
[21] If warnings are placed on personal files, then they must be weeded from the file.
[22] If warnings are placed on personal files, then they must be weeded from the file.

| 2.4 Health and Safety | | | | | |
|---|---|---|---|---|---|
| | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
| 2.4.4 | Accident reporting | Yes | Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980 | The official Accident Book must be retained for 3 years after the last entry in the book. The book may be in paper or electronic format<br><br>The incident reporting form may be retained as below | |
| | • Adults | | | Date of incident + 6 years | SECURE DISPOSAL |
| | • Children | | | Date of birth of the child + 25 years | SECURE DISPOSAL |
| 2.4.5 | Control of Substances Hazardous to Health (COSHH) | No | | Current year + 10 years then REVIEW | SECURE DISPOSAL |
| 2.4.6 | Process of monitoring of areas where employees and persons are likely to have come into contact with asbestos | No | | Last action + 40 years | SECURE DISPOSAL |
| 2.4.7 | Process of monitoring of areas where employees and persons are likely to have come into contact with radiation | No | | Last action + 50 years | SECURE DISPOSAL |
| 2.4.8 | Fire precautions log books | No | | Current year + 6 years | SECURE DISPOSAL |
| 2.4.9 | Fire risk assessments | No | Fire Service Order 2005 | Life of the risk assessment + 6 years | SECURE DISPOSAL |
| 2.4.10 | Incident reports | Yes | | Current year + 20 years | SECURE DISPOSAL |

# 3.Management of the School

| 3.1 Admissions | | | | | |
|---|---|---|---|---|---|
| | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
| 3.1.1 | 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 |
| 3.1.2 | 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 |
| 3.1.3 | 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 |

| 3.1 Admissions | | | | | |
|---|---|---|---|---|---|
| | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
| 3.1.4 | 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[23] | REVIEW<br>Schools may wish to consider keeping the admission register permanently, as often schools receive enquiries from past pupils to confirm the dates they attended the school |
| 3.1.5 | Admissions – Secondary Schools – Casual | Yes | | Current year + 1 year | SECURE DISPOSAL |
| 3.1.6 | 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 |
| 3.1.7 | Supplementary information form, including additional information such as religion and medical conditions | Yes | | | |
| | • For successful admissions | | | This information should be added to the pupil file | SECURE DISPOSAL |
| | • For unsuccessful admissions | | | Until appeals process completed | SECURE DISPOSAL |

[23] School attendance: Departmental advice for maintained schools, Academies, independent schools and local authorities October 2014 p6.

| 3.2 Head Teacher and Senior Management Team | | | | | |
|---|---|---|---|---|---|
| | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
| 3.2.1 | Log books of activity in the school maintained by the Head Teacher | 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 + a minimum of 6 years then REVIEW | These could be of permanent historical value and should be offered to the County Archives Service, if appropriate |
| 3.2.2 | Minutes of Senior Management Team meetings and 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 the meeting + 3 years then REVIEW | SECURE DISPOSAL |
| 3.2.3 | Reports created by the Head Teacher or the Management Team | There may be data protection issues if the report refers to individual pupils or members of staff | | Date of the report + a minimum of 3 years then REVIEW | SECURE DISPOSAL |
| 3.2.4 | Records created by Head Teachers, Deputy Head Teachers, heads of year and other members of staff with administrative responsibilities | 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 |
| 3.2.5 | Correspondence created by Head Teachers, Deputy Head Teachers, heads of year and other members of staff with administrative responsibilities | There may be data protection issues if the correspondence refers to individual pupils or members of staff | | Date of correspondence + 3 years then REVIEW | SECURE DISPOSAL |
| 3.2.6 | Professional Development Plans | Yes | | Life of the plan + 6 years | SECURE DISPOSAL |

| 3.3 Operational Administration | | | | | |
|---|---|---|---|---|---|
| | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
| 3.3.1 | Management of complaints | Yes | | Date complaint resolved + 3 years | SECURE DISPOSAL |
| 3.3.2 | Records relating to the management of contracts with external providers | No | | Date of last payment on contract + 6 years | SECURE DISPOSAL |
| 3.3.3 | Records relating to the management of software licences | No | | Date licence expires + 6 years | SECURE DISPOSAL |
| 3.3.4 | General file series | No | | Current year + 5 years then REVIEW | SECURE DISPOSAL |
| 3.3.5 | Records relating to the creation and publication of the school brochure or prospectus | No | | Current year + 3 years | STANDARD DISPOSAL |
| 3.3.6 | Records relating to the creation and distribution of circulars to staff, parents or pupils | No | | Current year + 1 year | STANDARD DISPOSAL |
| 3.3.7 | Newsletters and other items with a short operational use | No | | Current year + 1 year | STANDARD DISPOSAL |
| 3.3.8 | Visitors' books and signing in sheets | Yes | | Current year + 6 years then REVIEW | SECURE DISPOSAL |
| 3.3.9 | Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations | No | | Current year + 6 years then REVIEW | SECURE DISPOSAL |

# 4.Property Management

This section covers the management of buildings and property.

| 4.1 Property Management | | | | | |
|---|---|---|---|---|---|
| | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
| 4.1.1 | Title deeds of properties belonging to the school | No | | These should follow the property, unless the property has been registered with the Land Registry | |
| 4.1.2 | 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 | |
| 4.1.3 | Leases of property leased by or to the school | No | | Expiry of lease + 6 years | SECURE DISPOSAL |
| 4.1.4 | Records relating to the letting of school premises | No | | Current financial year + 6 years | SECURE DISPOSAL |
| 4.1.5 | Business continuity and disaster recovery plans | No | | Date the plan superseded + 3 years | SECURE DISPOSAL |

| 4.2 Maintenance | | | | | |
|---|---|---|---|---|---|
| | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
| 4.2.1 | All records relating to the maintenance of the school carried out by contractors | No | | Current year + 6 years | SECURE DISPOSAL |
| 4.2.2 | 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 |

| 4.3 Fleet Management | | | | | |
|---|---|---|---|---|---|
| | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
| 4.3.1 | The process of acquisition and disposal of vehicles through lease or purchase, e.g., contracts/leases, quotes, approvals | N | Limitation Act 1980 (Section 2) | Disposal of the vehicle + 6 years | SECURE DISPOSAL |
| 4.3.2 | The process of managing allocation and maintenance of vehicles, e.g., lists of who was driving the vehicles and when, maintenance | N | Limitation Act 1980 (Section 2) | Disposal of the vehicle + 6 years | SECURE DISPOSAL |
| 4.3.3 | Service logs and vehicle logs | N | Limitation Act 1980 (Section 2) | Life of the vehicle, then either to be retained for 6 years by school or to be returned to lease company | SECURE DISPOSAL |
| 4.3.4 | GPS tracking data relating to the vehicles | N | Limitation Act 1980 (Section 2) | Date of journey + 6 years | SECURE DISPOSAL |

# 5.Pupil Management

This section includes all records which are created during the time a pupil spends at the school. For information about accident reporting, see under Health and Safety above.

| 5.1 Pupil's Educational Record | | | | | |
|---|---|---|---|---|---|
| | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
| 5.1.1 | 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 | | |
| | • Primary | | | Retain whilst the child remains at the primary school | The file should follow the pupil when they leave the primary school. This will include:<br>• To another primary school<br>• To a secondary school<br>• To a pupil referral unit<br>If the pupil dies whilst at primary school, the file should be returned to the LA to be retained for the statutory retention period.<br>If the pupil transfers to an independent school, transfers to home schooling or leaves the country, the file should be returned to the LA to be retained for the statutory retention period.<br>Primary schools do not ordinarily have sufficient storage space to store records for pupils who have |

| 5.1 Pupil's Educational Record | | | | | |
|---|---|---|---|---|---|
| | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
| | | | | | not transferred in the normal way. It makes more sense to transfer the record to the LA, as it is more likely that the pupil will request the record from the LA |
| | • Secondary | | Limitation Act 1980 (Section 2) | Date of birth of the pupil + 25 years | SECURE DISPOSAL |
| 5.1.2 | Records relating to the management of exclusions | Yes | | Date of birth of the pupil involved + 25 years | SECURE DISPOSAL |
| 5.1.3 | Management of examination registrations | Yes | | The examination board will usually mandate how long these records need to be retained | |
| 5.1.4 | Examination results – pupil copies | Yes | | | |
| | • Public | | | This information should be added to the pupil file | All uncollected certificates should be returned to the examination board |
| | • Internal | | | This information should be added to the pupil file | |

| 5.1 Pupil's Educational Record | | | | | |
|---|---|---|---|---|---|
| | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
| 5.1.5 | Child protection information held on pupil file. | 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" | If any records relating to child protection issues are placed on the pupil file, it should be in a sealed envelope and then retained for the same period of time as the pupil file.<br><br>Child protection information relating to allegations or cases of child sexual abuse must be kept separate as they are subject to a longer retention period (see 5.1.7) | SECURE DISPOSAL – these records MUST be shredded |

| 5.1 Pupil's Educational Record | | | | | |
|---|---|---|---|---|---|
| | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
| 5.1.6 | 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" | Date of birth of the child + 25 years then REVIEW This retention period was agreed in consultation with the Safeguarding Children Group on the understanding that the principal copy of this information will be found on the LA Social Services records.<br><br>Child protection information relating to allegations or cases of child sexual abuse must be kept separate as they are subject to a longer retention period (see 5.1.7) | SECURE DISPOSAL – these records MUST be shredded |

| 5.1 Pupil's Educational Record | | | | | |
|---|---|---|---|---|---|
| | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
| 5.1.7 | Child protection information relating to allegations or cases of child sexual abuse | 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"<br><br>Recommendations from the Independent Inquiry into Child Sexual Abuse (IICSA)[24] | The retention period for records known to relate to allegations or cases of child sexual abuse should be retained until the individual is 75 years of age (with appropriate review periods). | SECURE DISPOSAL – these records MUST be shredded |

[24] IICSA Recommendation 17: Access to records
The Inquiry recommends that the UK government directs the Information Commissioner's Office to introduce a code of practice on retention of and access to records known to relate to child sexual abuse. The retention period for records known to relate to allegations or cases of child sexual abuse should be 75 years with appropriate review periods. The code should set out that institutions should have:
• retention policies that reflect the importance of such records to victims and survivors, and that they may take decades to seek to access such records;
• clear and accessible procedures for victims and survivors of child sexual abuse to access such records;
• policies, procedures and training for staff responding to requests to ensure that they recognise the long-term impact of child sexual abuse and engage with the applicant with empathy.

| 5.2 Attendance | | | | | |
|---|---|---|---|---|---|
| | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
| 5.2.1 | 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 3 years after the date on which the entry was made | SECURE DISPOSAL |
| 5.2.2 | Correspondence relating to authorised absence | | Education Act 1996 Section 7 | Current academic year + 2 years | SECURE DISPOSAL |

| 5.3 Special Educational Needs | | | | | |
|---|---|---|---|---|---|
| | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
| 5.3.1 | Special Educational Needs files, reviews and Individual Education Plans | Yes | Limitation Act 1980 (Section 2) | Date of birth of the pupil + 25 years | REVIEW<br>NOTE: This retention period is the minimum retention period that any pupil file should be kept. Some authorities choose to keep SEN files for a longer period of time in order to defend themselves in a "failure to provide a sufficient education" case. There is an element of business risk analysis involved in any decision to keep the records longer than the minimum retention period – this should be documented |

| 5.3 Special Educational Needs | | | | | |
|---|---|---|---|---|---|
| | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
| 5.3.2 | Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement | Yes | Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1 | Date of birth of the pupil + 25 years [This would normally be retained on the pupil file] | SECURE DISPOSAL, unless the document is subject to a legal hold |
| 5.3.3 | Advice and information provided to parents regarding educational needs | Yes | Special Educational Needs and Disability Act 2001 Section 2 | Date of birth of the pupil + 25 years [This would normally be retained on the pupil file] | SECURE DISPOSAL, unless the document is subject to a legal hold |
| 5.3.4 | Accessibility strategy | Yes | Special Educational Needs and Disability Act 2001 Section 14 | Date of birth of the pupil + 25 years [This would normally be retained on the pupil file] | SECURE DISPOSAL, unless the document is subject to a legal hold |

# 6.Curriculum Management

| 6.1 Statistics and Management Information | | | | | |
|---|---|---|---|---|---|
| | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
| 6.1.1 | Curriculum returns | No | | Current year + 3 years | SECURE DISPOSAL |
| 6.1.2 | Examination results (schools copy) | Yes | | Current year + 6 years | SECURE DISPOSAL |
| | SATs records – | Yes | | | |
| | • Results | | | 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<br>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 | SECURE DISPOSAL |
| | • Examination papers | | | The examination papers should be kept until any appeals/validation process is complete | SECURE DISPOSAL |
| 6.1.3 | Published Admission Number (PAN) reports | Yes | | Current year + 6 years | SECURE DISPOSAL |
| 6.1.4 | Value added and contextual data | Yes | | Current year + 6 years | SECURE DISPOSAL |
| 6.1.5 | Self-evaluation forms | Yes | | Current year + 6 years | SECURE DISPOSAL |

| 6.2 Implementation of Curriculum | | | | | |
|---|---|---|---|---|---|
| | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
| 6.2.1 | Schemes of work | No | | Current year + 1 year | It may be appropriate to review these records at the end of each year and allocate a further retention period, or, SECURE DISPOSAL |
| 6.2.2 | Timetable | No | | Current year + 1 year | It may be appropriate to review these records at the end of each year and allocate a further retention period, or, SECURE DISPOSAL |
| 6.2.3 | Class record books | No | | Current year + 1 year | It may be appropriate to review these records at the end of each year and allocate a further retention period, or, SECURE DISPOSAL |
| 6.2.4 | Mark books | No | | Current year + 1 year | It may be appropriate to review these records at the end of each year and allocate a further retention period, or, SECURE DISPOSAL |
| 6.2.5 | Record of homework set | No | | Current year + 1 year | It may be appropriate to review these records at the end of each year and allocate a further retention period, or, SECURE DISPOSAL |
| 6.2.6 | Pupils' work | No | | Where possible, work should be returned to the pupil at the end of the academic year. If this is not the school's policy, then current year + 1 year | SECURE DISPOSAL |

# 7.Extracurricular Activities

| 7.1 Educational Visits outside the Classroom | | | | | |
|---|---|---|---|---|---|
| | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
| 7.1.1 | Records created by schools in order to obtain approval to run an educational visit outside the classroom – Primary schools | 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 |
| 7.1.2 | Records created by schools in order to obtain approval to run an educational visit outside the classroom – Secondary schools | 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 + 10 years | SECURE DISPOSAL |
| 7.1.3 | Parental consent forms for school trips where there has been no major incident[25] | Yes | | Conclusion of the trip | Although the consent forms could be retained for date of birth + 25 years, the requirement for them being needed is low and most schools do not have the storage capacity to retain every single consent form issued by the school for this period of time |

[25] One-off or blanket consent: The Department for Education (DfE) has prepared a one-off consent form to be signed by the parent on enrolment of their child in a school. This form is intended to cover all types of visits and activities where parental consent is required. The form is available on the DfE website for establishments to adopt and adapt, as appropriate, at www.gov.uk/government/publications/consent-for-school-trips-and-other-off-site-activities. A similar form could be used for other establishments, such as Early Years Foundation Stage (EYFS) providers and youth groups, or at the start of programmes for young people.

| 7.1 Educational Visits outside the Classroom | | | | | |
|---|---|---|---|---|---|
| | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
| 7.1.4 | Parental permission slips for school trips – **where there has been a major incident** | Yes | Limitation Act 1980 (Section 2) | Date of birth of the pupil involved in the incident + 25 years<br>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 | |
| 7.1.5 | Records relating to residential trips | Yes | | Date of birth of youngest pupil involved + 25 years | SECURE DISPOSAL |

| 7.2 Walking Bus | | | | | |
|---|---|---|---|---|---|
| | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
| 7.2.1 | Walking bus registers | Yes | | Date of register + 3 years.<br>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 | SECURE DISPOSAL<br>[If these records are retained electronically any back up copies should be destroyed at the same time] |

# 8.Central Government and Local Authority (LA)

This section covers records created in the course of interaction between the school and the LA.

| 8.1 Local Authority | | | | | |
|---|---|---|---|---|---|
| | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
| 8.1.1 | Secondary transfer sheets (Primary) | Yes | | Current year + 2 years | SECURE DISPOSAL |
| 8.1.2 | Attendance returns | Yes | | Current year + 1 year | SECURE DISPOSAL |
| 8.1.3 | School census returns | No | | Current year + 5 years | SECURE DISPOSAL |

| 8.2 Central Government | | | | | |
|---|---|---|---|---|---|
| | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
| 8.2.1 | OFSTED reports and papers | No | | Life of the report then REVIEW | SECURE DISPOSAL |
| 8.2.2 | Returns made to central government | No | | Current year + 6 years | SECURE DISPOSAL |
| 8.2.3 | Circulars and other information sent from central government | No | | Operational use | SECURE DISPOSAL |

# Review Schedule

| | |
|---|---|
| Policy Author | Data Protection Officer (DPO) |
| Policy Approver | Trust Corporate Services Director |
| Current Policy Version | 1.3 |
| Policy Effective From | 1st September 2024 |
| Policy Review Date | By 31st October 2026 |

# Revision Schedule

| **Version** | **Revisions** | **By whom** |
|---|---|---|
| 1.0 | Original document produced | DPO |
| 1.1 | Clause 2.1.4 – changed to reflect LDST practice in relation to document retention. IRMS also informed of an issue with the toolkit relating to this section. | DPO |
| 1.2 | Clauses 5.1.5 and 5.1.6 updated. New clause 5.1.7 added following the recommendations from the Independent Inquiry into Child Sexual Abuse (IICSA) – footnote 24 also added. | DPO |
| 1.3 | Reviewed – no changes. Awaiting further guidance from the ICO in relation to IICSA recommendations. | DPO |
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