

 **THE**

 **DIOCESE OF DSAT RETENTION SCHEDULE**

 **SHEFFIELD**

 **ACADEMIES**

 **TRUST**

Under the General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA 2018) schools need a policy setting out retention periods for the personal data they hold. Also, under the Freedom of Information Act 2000, schools should maintain a Retention Schedule listing the series of records which the school creates or maintains in the course of its business.

Some of the retention periods are governed by statute. Others are guidelines following best practice. Every effort has been made to ensure that these retention periods are compliant with the requirements of the Data Protection Act 1998 and the Freedom of Information Act 2000.

Managing record series using these retention guidelines will be deemed to be “normal processing” under the legislation mentioned above. If record series are to be kept for longer or shorter periods than laid out in this document the reasons for this need to be documented.

The schedule refers to all information regardless of the media in which it is stored.

This schedule should be reviewed on a regular basis.

The Retention Schedule is divided into five sections:

1. **Management of the Trust and Academies including Governing Bodies**
2. **School Management**
3. **Pupil Management**
4. **Curriculum Management and Extra-Curricular Activities**
5. **Central Government and Local Authority**

There are sub headings under each section to help guide you to the retention period you are looking for. Each entry has a unique reference number. If you are sending a query to the DPO about an individual retention period, please ensure that you have quoted the unique reference number.

*This retention schedule is derived from the IRMS Information Management Toolkit for Schools · v5*

# Management of the Trust and Academies

**This section contains retention periods connected to the general management of the Academy & Trust. This covers the work of the Board of Trustees, Trust Employees, CEO, Headteachers and the senior management teams, the admissions process and operational administration.**

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| **1.1 Governing Body** |
|  | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period  | Action at the end of the administrative life of the record |
| 1.1.1 | Agendas for Local Governing Committee meetings | There 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 DISPOSAL1 |
| 1.1.2 | Minutes of Local Governing Committee | There may be data |  |  |  |
|  | meetings | protection issues if |
|  |  | the meeting is dealing |
|  |  | with confidential |
|  |  | issues relating to staff |
|  | Principal Set (signed) |  |  | PERMANENT | If the Academy/ Trust is unable to store these then a secure 3rd party Archive facility should be used. |
|  | Inspection Copies2 |  |  | Date of meeting + 3 years | If these minutes contain any sensitive, personal information they must be shredded. |
| 1.1.3 | Reports presented to the Local | There may be data |  | Reports should be kept for a | SECURE DISPOSAL or |
|  | Governing Committee | protection issues if | minimum of 6 years. However, if the | retain with the signed set of the |
|  |  | the report deals with | minutes refer directly to individual | minutes |
|  |  | confidential issues | reports then the reports should be |  |
|  |  | relating to staff | kept permanently |  |
| 1.1.4 | 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. 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.
2. These are the copies which the clerk to the Governor may wish to retain so that requestors can view all the appropriate information without the clerk needing to print off and collate redacted copies of the minutes each time a request is made.

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| **1.1 Governing Body** |
|  | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period  | Action at the end of the administrative life of the record |
| 1.1.5 | Instruments of Government including Articles of Association | No |  | PERMANENT | These should be retained in the Academy whilst the Academy is open and then offered to the Trust or appropriate Archives Servicewhen the Academy closes. |
| 1.1.6 | Trusts and Endowments managed by the Local Governing Committee | No |  | PERMANENT | These should be retained in the Academy whilst the Academy is open and then offered to the Trust or appropriate Archives Servicewhen the Academy closes. |
| 1.1.7 | Action plans created and administered by the Local Governing Committee | No |  | Life of the action plan + 3 years | SECURE DISPOSAL |
| 1.1.8 | Policy documents created and administered by the Local GoverningCommittee | No |  | Life of the policy + 3 years | SECURE DISPOSAL |
| 1.1.9 | Records relating to complaints dealt with by the Local Governing Committee | 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 |
| 1.1.10 | 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 2002No 1171 | Date of report + 10 years | SECURE DISPOSAL |
| 1.1.11 | Proposals concerning the change of status of a maintained school including Specialist Status Schools and Academies | No |  | Date proposal accepted or declined+ 3 years | SECURE DISPOSAL |

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| **1.2 Head Teacher and Senior Management Team** |
|  | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period  | Action at the end of the administrative life of the record |
| 1.2.1 | Log books of activity in the Academy 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 |
| 1.2.2 | Minutes of Senior Management Team meetings and the meetings of other internal administrative bodies | There may be data protection issues if the minutes refers to individual pupils or members of staff |  | Date of the meeting + 3 years then review | SECURE DISPOSAL |
| 1.2.3 | 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 |
| 1.2.4 | 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 |
| 1.2.5 | 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 |
| 1.2.6 | Professional Development Plans | Yes |  | Life of the plan + 6 years | SECURE DISPOSAL |
| 1.2.7 | Academy Development Plans | No |  | Life of the plan + 3 years | SECURE DISPOSAL |

Please note that all information about the retention of records concerning the recruitment of Head Teachers can be found in the Human Resources section below.

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| **1.3 Admissions Process** |
|  | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period | Action at the end of the administrative life of the record |
| 1.3.1 | All records relating to the creation andimplementation of the Academy Admissions’ Policy | No | School Admissions Code Statutory guidance for admissionauthorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014 | Life of the policy + 3 years then review | SECURE DISPOSAL |
| 1.3.2 | Admissions – if the admission is successful | Yes | School Admissions Code Statutory guidance for admissionauthorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014 | Date of admission + 1 year | SECURE DISPOSAL |
| 1.3.3 | Admissions – if the appeal is unsuccessful | Yes | School Admissions Code Statutory guidance for admissionauthorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014 | Resolution of case + 1 year | SECURE DISPOSAL |
| 1.3.4 | Register of Admissions | Yes | School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014 | Admission registers kept for minimum retention period is the greater of:the 24th birthday of the child, orif relating to more than one child, the 24th birthday of the youngest child. |  |
| 1.3.5 | Admissions – Secondary Academies – Casual | Yes |  | Current year + 1 year | SECURE DISPOSAL |
| 1.3.6 | Proofs of address supplied by parents as part of the admissions process | Yes | School Admissions Code Statutory guidance for admissionauthorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014 | Current year + 1 year | SECURE DISPOSAL |

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| **1.3 Admissions Process** |
|  | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period  | Action at the end of the administrative life of the record |
| 1.3.7 | Supplementary Information form including additional information such as religion, medical conditions etc | Yes |  |  |  |
|  | For successful admissions |  |  | This information should be added to the pupil file | SECURE DISPOSAL |
|  | For unsuccessful admissions |  |  | Until appeals process completed | SECURE DISPOSAL |

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| **1.4 Operational Administration** |
|  | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period | Action at the end of the administrative life of the record |
| 1.4.1 | General file series | No |  | Current year + 5 years then REVIEW | SECURE DISPOSAL |
| 1.4.2 | Records relating to the creation and publication of the Academy brochure or prospectus | No |  | Current year + 3 years | STANDARD DISPOSAL |
| 1.4.3 | Records relating to the creation and distribution of circulars to staff, parents or pupils | No |  | Current year + 1 year | STANDARD DISPOSAL |
| 1.4.4 | Newsletters and other items with a short operational use | No |  | Current year + 1 year | STANDARD DISPOSAL |
| 1.4.5 | Visitors’ Books and Signing in Sheets | Yes |  | Current year + 6 years then REVIEW | SECURE DISPOSAL |
| 1.4.6 | 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 |

# School Management

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| **2.1 Recruitment** |
|  | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period  | Action at the end of the administrative life of the record |
| 2.1.1 | All records leading up to the appointment of a new headteacher | 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 |
| 2.13 | All records leading up to the appointment of a new member of staff – successful candidate | Yes |  | All the 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 | No | DBS Update Service Employer Guide June 2014: Keeping children safe in education.July 2015 (Statutory Guidance from Dept. of Education) Sections 73, 74 | The Trust does not have to keep copies of DBS certificates. If the Trust does so the copy must NOT be retained for more than 6 months |  |
| 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. If it is felt necessary to keep copy documentation then this should be placed on the member of staff’s personal file |  |
| 2.1.6 | Pre-employment vetting information – Evidence proving the right to work in the United Kingdom4 | 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 [see below], but if they are kept separately then the Home Office requires that the documents are kept for termination of Employment plus not less than two years |  |

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| **2.2 Operational Staff Management** |
| Basic file description Data Prot Statutory Provisions Retention Period Action at the end of the administrative Issues life of the record |
| 2.2.1 | Staff Personal File | 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 |

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| **2.3 Management of Disciplinary and Grievance Processes** |
|  | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period  | Action at the end of the administrative life of the record |
| 2.3.1 | Allegation of a child protection nature against a member of staff including where the allegation is unfounded5 | Yes | “Keeping children safe in education Statutory guidance for schools and colleges March 2015”; “Working together to safeguard children. A guide tointer-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. NB. Allegations that are found to be malicious should be removed from personnel files. If found they are to be kept on the file and a copy provided to the person concerned | SECURE DISPOSALThese records must be shredded |
| 2.3.2 | Disciplinary Proceedings | Yes |  |  |  |
|  | oral warning |  |  | Date of warning + 6 months | SECURE DISPOSAL[If warnings are placed on personal files then they must be weeded from the file] |
|  | written warning – level 1 |  |  | Date of warning + 6 months |
|  | 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 dispose of at the conclusion of the case | SECURE DISPOSAL |

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| **2.4 Health and Safety** |
|  | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period | Action at the end of the 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 yearsIn the case of serious accidents, a further retention period will need to be applied | SECURE DISPOSAL |
| 2.4.4 | Accident Reporting | Yes | Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security AdministrationAct 1992 Section 8. Limitation Act 1980 |  |  |
|  | Adults |  |  | Date of the incident + 6 years | SECURE DISPOSAL |
|  | Children |  |  | Accident books should be kept for 3 years after the last entry in the book.DOB of the child + 25 years for serious accidents | SECURE DISPOSAL |
| 2.4.5 | Control of Substances Hazardous to Health (COSHH) | No | Control of Substances Hazardous to Health Regulations 2002. SI 2002 No 2677 Regulation11; 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 |
| 2.4.6 | 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 |
| 2.4.7 | Process of monitoring of areas where employees and persons are likely to have become in contact with radiation | No |  | Last action + 50 years | SECURE DISPOSAL |
| 2.4.8 | Fire Precautions log books | No |  | Current year + 6 years | SECURE DISPOSAL |

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| **2.5 Payroll and Pensions** |
|  | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period  | Action at the end of the administrative life of the record |
| 2.5.1 | Maternity pay records | Yes | Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960),revised 1999 (SI1999/567) | Current year + 3 years | SECURE DISPOSAL |
| 2.5.2 | Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995 | Yes |  | Current year + 6 years | SECURE DISPOSAL |

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| **2.6 Risk Management and Insurance** |
|  | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period | Action at the end of the administrative life of the record |
| 2.6.1 | Employer’s Liability Insurance Certificate | No |  | Closure of the school + 40 years | SECURE DISPOSAL |

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| **2.7 Asset Management** |
| Basic file description Data Prot Statutory Provisions Retention Period Action at the end of theIssues administrative life of the record |
| 2.7.1 | Inventories of furniture and equipment | No |  | Current year + 6 years | SECURE DISPOSAL |
| 2.7.2 | Burglary, theft and vandalism report forms | No |  | Current year + 6 years | SECURE DISPOSAL |

1. This review took place as the Independent Inquiry on Child Sexual Abuse was beginning. In light of this, it is recommended that all records relating to child abuse are retained until the Inquiry is completed. This section will then be reviewed again to consider any recommendations the Inquiry might make concerning record retention
2. 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

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| **2.8 Accounts and Statements including Budget Management** |
|  | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period  | Action at the end of the administrative life of the record |
| 2.8.1 | Annual Accounts | No |  | Current year + 6 years | STANDARD DISPOSAL |
| 2.8.2 | Loans and grants managed by the Trust | No |  | Date of last payment on the loan + 12 years then REVIEW | SECURE DISPOSAL |
| 2.8.3 | Student Grant applications | Yes |  | Current year + 3 years | SECURE DISPOSAL |
| 2.8.4 | 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 |
| 2.8.5 | Invoices, receipts, order books and requisitions, delivery notices | No |  | Current financial year + 6 years | SECURE DISPOSAL |
| 2.8.6 | Records relating to the collection and banking of monies | No |  | Current financial year + 6 years | SECURE DISPOSAL |
| 2.8.7 | Records relating to the identification and collection of debt | No |  | Current financial year + 6 years | SECURE DISPOSAL |

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| **2.9 Contract Management** |
| Basic file description Data Prot Statutory Retention Period Action at the end of theIssues Provisions administrative life of the record |
| 2.9.1 | All records relating to the management of contracts under seal | No | Limitation Act 1980 | Last payment on the contract + 12 years | SECURE DISPOSAL |
| 2.9.2 | All records relating to the management of contracts under signature | No | Limitation Act 1980 | Last payment on the contract + 6 years | SECURE DISPOSAL |
| 2.9.3 | Records relating to the monitoring of contracts | No |  | Current year + 2 years | SECURE DISPOSAL |

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| **2.10 Trust & Academy Finances** |
| Basic file description Data Prot Statutory Retention Period Action at the end of theIssues Provisions administrative life of the record |
| 2.10.1 | Cheque books | No |  | Current year + 6 years | SECURE DISPOSAL |
| 2.10.2 | Paying in books | No |  | Current year + 6 years | SECURE DISPOSAL |
| 2.10.3 | Ledger | No |  | Current year + 6 years | SECURE DISPOSAL |
| 2.10.4 | Invoices | No |  | Current year + 6 years | SECURE DISPOSAL |
| 2.10.5 | Receipts | No |  | Current year + 6 years | SECURE DISPOSAL |
| 2.10.6 | Bank statements | No |  | Current year + 6 years | SECURE DISPOSAL |
| 2.10.7 | Journey Books | No |  | Current year + 6 years | SECURE DISPOSAL |

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| **2.11 School Meals Management** |
| Basic file description Data Prot Statutory Retention Period Action at the end of theIssues Provisions administrative life of the record |
| 2.11.1 | Free School Meals Registers | Yes |  | Current year + 6 years | SECURE DISPOSAL |
| 2.11.2 | School Meals Registers | Yes |  | Current year + 3 years | SECURE DISPOSAL |
| 2.11.3 | School Meals Summary Sheets | No |  | Current year + 3 years | SECURE DISPOSAL |

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| **2.12 Property Management** |
|  | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period | Action at the end of the administrative life of the record |
| 2.12.1 | Title deeds of properties belonging to the Trust | No |  | PERMANENTThese should follow the property unless the property has been registered with the Land Registry |  |
| 2.12.2 | Plans of property belong to the Trust | No |  | These should be retained whilst the building belongs to the Trust and should be passed onto any new owners if the building is leased or sold. |  |
| 2.12.3 | Leases of property leased by or to the Trust | No |  | Expiry of lease + 6 years | SECURE DISPOSAL |
| 2.12.4 | Records relating to the letting of Trust premises | No |  | Current financial year + 6 years | SECURE DISPOSAL |

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| **2.13 Maintenance** |
|  | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period | Action at the end of the administrative life of the record |
| 2.13.1 | All records relating to the maintenance of Trust property carried out by contractors | No |  | Current year + 6 years | SECURE DISPOSAL |
| 2.13.2 | All records relating to the maintenance of Trust property carried out by Trust employees including maintenance logbooks | No |  | Current year + 6 years | SECURE DISPOSAL |

1. **Pupil Management**

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| **3.1 Pupil’s Educational Record** |
|  | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period  | Action at the end of the administrative life of the record |
| 3.1.1 | 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 Academy | The file should follow the pupil when he/she leaves the primary Academy. This will include:* to another primary school
* to a secondary school
* to a pupil referral unit
* If the pupil dies whilst at primary school the file should be returned to the Local Authority to be retained for the statutory retention period.

If the pupil transfers to an independent school, transfers to home schooling or leaves the country the file should be returned to the Local Authority to be retained for the statutory retention period. Primary Schools do not ordinarily have sufficient storage space to store records for pupils who have not transferred in the normal way. It makes more sense to transfer the record to the Local Authority as it is more likely that the pupil will request the record from the Local AuthorityPupil file stored electronically for minimum retention period whichever is the greater of:the 24th birthday of the child, orif relating to more than one child, the 24th birthday of the youngest child. |
|  | Secondary |  | Limitation Act 1980(Section 2) | Date of Birth of the pupil+ 25 years | SECURE DISPOSAL |
| 3.1.2 | 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 |  |

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| **3.2 Pupil’s Educational Record** |
| Basic file description | Data Prot Issues | Statutory Provisions | Retention Period  | Action at the end of the administrative life of the record |

**This review took place as the Independent Inquiry on Child Sexual Abuse was beginning. In light of this, it is recommended that all records relating to child abuse are retained until the Inquiry is completed. This section will then be reviewed again to consider any recommendations the Inquiry might make concerning record retention**

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| 3.2.3 | Child Protection information held on | Yes | “Keeping children | If any records relating to | SECURE DISPOSAL – these records MUST be shredded |
| pupil file | safe in education | child protection issues |
|  | Statutory guidance | are placed on the pupil |
|  | for schools and | file, it should be in a |
|  | colleges March 2015”; | sealed envelope and then |
|  | “Working together to | retained for the same |
|  | safeguard children. A | period of time as the |
|  | guide to inter-agency | pupil file. |
|  | working to safeguard |  |
|  | and promote the |  |
|  | welfare of children |  |
|  | March 2015” |  |
| 3.2.4 | Child protection information held in | Yes | “Keeping children | DOB of the child + 25 | SECURE DISPOSAL – these records MUST be shredded |
| separate files | safe in education | years then review |
|  | Statutory guidance | This retention period was |
|  | for schools and | agreed in consultation |
|  | colleges March 2015”; | with the Safeguarding |
|  | “Working together to | Children Group on the |
|  | safeguard children. A | understanding that the |
|  | guide to inter-agency | principal copy of this |
|  | working to safeguard | information will be found |
|  | and promote the | on the Local Authority |
|  | welfare of children | Social Services record |
|  | March 2015” |  |

Retention periods relating to allegations made against adults can be found in the Human Resources section of this retention schedule.

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| 3.3 Attendance |
|  | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period  | Action at the end of the administrative life of the record |
| 3.3.1 | Attendance Registers | Yes | School attendance: Departmental advice for maintained schools, academies, independent schools and local authoritiesOctober 2014 | Admission registers kept for minimum retention period is the greater of:the 24th birthday of the child, orif relating to more than one child, the 24th birthday of the youngest child. | SECURE DISPOSAL |
| 3.3.2 | Correspondence relating to authorized absence |  | Education Act 1996 Section 7 | Current academic year + 2 years | SECURE DISPOSAL |

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| **3.4 Special Educational Needs** |
|  | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period  | Action at the end of the administrative life of the record |
| 3.4.1 | Special Educational Needs files, reviews and Individual Education Plans | Yes | Limitation Act 1980(Section 2) | Date of Birth of the pupil + 25 years | REVIEWNOTE: 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 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 and this should be documented. |
| 3.4.2 | 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 |
| 3.4.3 | 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 |
| 3.4.4 | 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 |

# Curriculum Management and Extra-Curriculum Activities

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| **4.1 Statistics and Management Information** |
|  | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period | Action at the end of the administrative life of the record |
| 4.1.1 | Curriculum returns | No |  | Current year + 3 years | SECURE DISPOSAL |
| 4.1.2 | Examination Results (Trusts 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.The Trust 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 |
| 4.1.3 | Published Admission Number (PAN) Reports | Yes |  | Current year + 6 years | SECURE DISPOSAL |
| 4.1.4 | Value Added and Contextual Data | Yes |  | Current year + 6 years | SECURE DISPOSAL |
| 4.1.5 | Self-Evaluation Forms | Yes |  | Current year + 6 years | SECURE DISPOSAL |

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| **4.2 Implementation of Curriculum** |
|  | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period  | Action at the end of the administrative life of the record |
| 4.2.1 | 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 |
| 4.2.2 | Timetable | No |  | Current year + 1 year |
| 4.2.3 | Class Record Books | No |  | Current year + 1 year  |
| 4.2.4 | Mark Books | No |  | Current year + 1 year |
| 4.2.5 | Record of homework set | No |  | Current year + 1 year |
| 4.2.6 | Pupils’ Work | No |  | Where possible pupils’ work should be returned to the pupil at the end of the academic year  | SECURE DISPOSAL |

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| **4.3 Educational Visits outside the Classroom** |
|  | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period  | Action at the end of the administrative life of the record |
| 4.3.1 | Records created by Academies to obtain approval to run an Educational Visit outside the Classroom – PrimaryAcademies | No | Outdoor Education Advisers’ Panel National Guidancewebsite[http://oeapng.info](http://oeapng.info/)specifically Section 3 - “Legal Framework and Employer Systems” and Section 4 - “Good Practice”. | Date of visit + 14 years | SECURE DISPOSAL |
| 4.3.2 | Records created by Academies to obtain approval to run an Educational Visit outside theClassroom – Secondary Academies | No | Outdoor Education Advisers’ Panel National Guidancewebsite[http://oeapng.info](http://oeapng.info/)specifically Section 3 - “Legal Framework and Employer Systems” and Section 4 - “Good Practice”. | Date of visit + 10 years | SECURE DISPOSAL |
| 4.3.3 | Parental consent forms for Academy trips where there has been no major incident | Yes |  | Conclusion of the trip | Although the consent forms could be retained for DOB + 22 years, the requirement for them being needed is low and most Academies do not have the storage capacity to retain every single consent form issued by the Academy for this period oftime. |
| 4.3.4 | 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 yearsThe permission slips for all the pupils on the trip need to be retained to show that the rules had been followed for all pupils |  |

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| **4.4 Walking Bus** |
|  | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period | Action at the end of the administrative life of the record |
| 4.4.1 | Walking Bus Registers | Yes |  | Date of register + 3 yearsThis 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[If these records are retained electronically any back up copies should be destroyed at the same time] |

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| **4.5 Family Liaison Officers and Home School Liaison Assistants** |
|  | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period  | Action at the end of the administrative life of the record |
| 4.5.1 | Day Books | Yes |  | Current year + 2 years then review |  |
| 4.5.2 | Reports for outside agencies - where the report has been included on the case file created by the outside agency | Yes |  | Whilst child is attending school and then destroy |  |
| 4.5.3 | Referral forms | Yes |  | While the referral is current |  |
| 4.5.4 | Contact data sheets | Yes |  | Current year then review, if contact is no longer active then destroy |  |
| 4.5.5 | Contact database entries | Yes |  | Current year then review, if contact is no longer active then destroy |  |
| 4.5.6 | Group Registers | Yes |  | Current year + 2 years |  |

1. **Central Government and Local Authority**

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| **5.1 Local Authority** |
| Basic file description Data Prot Issues Statutory Retention Period Action at the end of theProvisions administrative life of the record |
| 5.1.1 | Secondary Transfer Sheets (Primary) | Yes |  | Current year + 2 years | SECURE DISPOSAL |
| 5.1.2 | Attendance Returns | Yes |  | Current year + 1 year | SECURE DISPOSAL |
| 5.1.3 | School Census Returns | No |  | Current year + 5 years | SECURE DISPOSAL |
| 5.1.4 | Circulars and other information sent from the Local Authority | No |  | Operational use | SECURE DISPOSAL |

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| **5.2 Central Government** |
| Basic file description Data Prot Issues Statutory Retention Period Action at the end of the Provisions administrative life of the record |
| 5.2.1 | OFSTED reports and papers | No |  | Life of the report then REVIEW | SECURE DISPOSAL |
| 5.2.2 | Returns made to central government | No |  | Current year + 6 years | SECURE DISPOSAL |
| 5.2.3 | Circulars and other information sent from central government | No |  | Operational use | SECURE DISPOSAL |