



# **TEMPLEMOOR INFANT AND NURSERY SCHOOL**

## **Retention and Disposal Schedule**

Policy Adopted	22 <sup>nd</sup> May 2018
Committee	Resources and Safety
Last Reviewed	Not Applicable
Next Review Date	22 <sup>nd</sup> May 2023

## **Contents**

		<b>Page</b>
Section 1	Records Management Policy	<b>3</b>
Section 2	Definitions of Records held by Templemoor Infant and Nursery School in respect of each Work Area	<b>5</b>
Section 3	Retention and Disposal Schedule	<b>6 - 21</b>

## **SECTION 1: RECORDS MANAGEMENT POLICY**

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

- Scope
- Responsibilities
- Benefits
- Maintaining and amending the schedule
- What to do with records once they have reached the end of their administrative life
- Relationships with existing policies

### **1. Scope of the policy**

1.1 This policy applies to all records created, received or maintained by staff of the school in the course of carrying out its functions.

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

1.3 A small percentage of the school's records will be selected for permanent preservation as part of the institution's archives and for historical research. This should be done in liaison with the County Archives Service.

### **2. Responsibilities**

2.1 The school has a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Headteacher.

2.2 The person responsible for records management in the school will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely way. They will also monitor compliance with this policy by surveying at least annually to check if records are stored securely and can be accessed appropriately.

2.3 Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with the school's records management guidelines.

### **3. Benefits of a Retention and Disposal Schedule**

3.1 There are a number of benefits which arise from the use of a complete retention and disposal schedule:

- a. Managing records against the retention schedule is deemed to be "normal

processing” under the Data Protection Act and the Freedom of Information Act. Provided members of staff are managing record series using the retention and disposal schedule they can not be found guilty of unauthorised tampering with files once a freedom of information request or a data subject access request has been made.

b. Members of staff can be confident about destroying information at the appropriate time.

c. Information which is subject to Freedom of Information and Data Protection legislation will be available when required.

d. The school is not maintaining and storing information unnecessarily.

#### **4. Maintaining and amending the retention and disposal schedule**

Where appropriate the retention schedule should be reviewed and amended to include any new record series created and remove any obsolete record series.

#### **5. What to do with records once they have reached the end of their administrative life**

Where records have been identified for destruction they should be disposed of in an appropriate way. All records containing personal information, or sensitive policy information, should be shredded.

#### **6. Relationship with existing policies**

This policy has been drawn up within the context of:

- Freedom of Information Policy
- Data Protection Policy
- and with other legislation or regulations (including Safeguarding, equal opportunities and Code of Conduct) affecting the school.

## **SECTION 2: Definitions of Records held by Templemoor Infant and Nursery School in respect of each Work Area**

The retention and disposal schedule is divided into eight sections:

1. Management of the School
2. Human Resources
3. Financial Management of the School
4. Property Management
5. Pupil Management
6. Curriculum Management
7. Extra-Curricular Activities
8. Central Government and the Local Authority

The records contained within these functional areas provide evidence and information about its business activities that are important for the efficient operation of the school.

## SECTION 3 - SCHOOL RETENTION AND DISPOSAL SCHEDULE

### 1. Management of the School

*This section contains retention periods connected to the general management of the school. This covers the work of the Governing Body, the Headteacher and the senior leadership team, and operational administration.*

<b>1.1 Governing Body</b>			
<b>Record</b>	<b>Data Protection Issues</b>	<b>Retention Period</b>	<b>Action After Retention</b>
Agendas	No, unless the meeting is dealing with confidential issues relating to staff	Date of meeting	DESTROY
Governing Body Meeting Minutes (Signed)	No, unless the meeting is dealing with confidential issues relating to staff	Permanent	Archive
Governing Body Meeting Minutes (Copies held by the Clerk)	No, unless the meeting is dealing with confidential issues relating to staff	Date of meeting + 3 years	DESTROY (If these minutes contain any sensitive personal information they should be shredded immediately)
Instrument of Government	No	Permanent	These should be retained in the school whilst the school is open and archived when the school has closed
Governing Body Action Plans	No	Date of the Action Plan + 3 years	DESTROY

Policy Documents	No	Expiry of Policy	Retain in school whilst the policy is operational then DESTROY
Complaints & appeals records	Yes	Date of resolution of complaint + 6 years	DESTROY
Headteacher's Reports to the Governing Body	No, unless the report deals with confidential issues relating to staff	Permanent	Archive
Proposals concerning the change of status of a maintained school (i.e. to an Academy)	No	Date proposal accepted or declined + 3 years	DESTROY

<b>1.2 Headteacher and Senior Leadership Team</b>			
<b>Record</b>	<b>Data Protection Issues</b>	<b>Retention Period</b>	<b>Action After Retention</b>
School Development Plan	No	Completion of plan + 3 years then review	DESTROY
Senior Leadership Team Meeting Minutes	Yes	Date of meeting + 3 years then review	DESTROY
Reports made by the Headteacher or Senior Leaders (i.e Phase Leader Reports)	Yes	Date of meeting + 3 years	DESTROY
School Log Books maintained by the Headteacher	Yes	Date of last entry in the book + 6 years then review	Archive
Professional Development Plans	Yes	Completion of plan + 6 years	DESTROY

<b>1.3 Administrative</b>			
<b>Record</b>	<b>Data Protection Issues</b>	<b>Retention Period</b>	<b>Action After Retention</b>
Circulars (staff/ parents/ pupils)	No	Current year + 1 year	DESTROY
Newsletters	No	Current year + 1 year	DESTROY
Visitors Books and Signing in Sheets	Yes	Current year + 6 years	DESTROY
PTA – minutes and general correspondence	No	Close at end of current school year	Determine on Review
Inventories of equipment and furniture	No	Current year + 6 years then review	DESTROY
Employers Liability Certificate	No	Permanent whilst the school is open	DESTROY once the school has closed
Photos/Videos/Films/Slides/ Newspaper Cuttings (in order to retain a historic record/evidence of school life)	Yes	Permanent	Archive



## 2. Human Resources

*This section deals with all matters of Human Resources management within the school.*

<b>2.1 Recruitment</b>			
<b>Record</b>	<b>Data Protection Issues</b>	<b>Retention Period</b>	<b>Action After Retention</b>
All records leading up to the appointment of a new Headteacher	Yes	Date of appointment + 6 years	DESTROY
All records leading up to the appointment of a new member of staff – unsuccessful applicants	Yes	Date of appointment of successful candidate + 6 months	DESTROY
Staff Personnel Files – successful applicants	Yes	During validity + 6 years after leaving employment	DESTROY
Pre-employment vetting information – DBS Checks	No	The school does not keep copies of DBS certificates	Not Applicable
Proofs of Identity	Yes	During validity + 6 years after leaving employment	DESTROY
Evidence proving the right to work in the UK	Yes	During validity + 6 years after leaving employment	DESTROY

<b>2.2 Operational Staff Management</b>			
<b>Record</b>	<b>Data Protection Issues</b>	<b>Retention Period</b>	<b>Action After Retention</b>
Timesheets	Yes	Current year + 6 years	DESTROY
Annual Appraisal Records	Yes	Current year + 5 years	DESTROY
Staff salary records (Maternity, Sick Pay, Pension Details)	Yes	Until teacher is 65 years old or 6 years after leaving employment	DESTROY

Staff Sickness Records (copies of Medical Certs)	Yes	Current year + 6 years	DESTROY
Staff Attendance Records	Yes	During validity + 6 years after leaving employment	DESTROY
Staff Induction Procedures	No	Until superseded	DESTROY

<b>2.3 Disciplinary and Grievance Processes</b>			
<b>Record</b>	<b>Data Protection Issues</b>	<b>Retention Period</b>	<b>Action After Retention</b>
Disciplinary Proceedings – Oral Warning	Yes	Date of warning + 6 months	DESTROY – If this is placed on a personnel file, it must be weeded from the file
Disciplinary Proceedings – Written Warning: Level 1	Yes	Date of warning + 6 months	DESTROY – If this is placed on a personnel file, it must be weeded from the file
Disciplinary Proceedings – Written Warning: Level 1	Yes	Date of warning + 12 months	DESTROY – If this is placed on a personnel file, it must be weeded from the file
Disciplinary Proceedings – Final Warning	Yes	Date of warning + 18 months	DESTROY – If this is placed on a personnel file, it must be weeded from the file
Case not found	Yes	Dispose of immediately at the conclusion of the case	DESTROY
Malicious allegations against staff	Yes	Dispose of immediately at	DESTROY

(not child protection)		the conclusion of the case	
Allegations of a Child Protection nature against a member of staff, including where the allegation is unfounded.	Yes	Until the person's normal retirement age or 10 years from the date of the allegation whichever is longer. Then review. Any allegations that are found to be malicious must be removed from personnel files. If found they are to be kept on the file.	DESTROY

<b>2.4 Health and Safety</b>			
<b>Record</b>	<b>Data Protection Issues</b>	<b>Retention Period</b>	<b>Action After Retention</b>
Health and Safety Policy	No	Life of Policy + 3 years	DESTROY
Risk Assessments	No	Life of Risk Assessment + 3 years	DESTROY
Accident Book (staff)	Yes	Close after last entry in book and retain for 15 years	DESTROY
Records relating to an accident or injury at work	Yes	Date of incident + 12 years minimum	DESTROY
COSHH Records	No	Current year + 10 years	DESTROY
Contact with Asbestos	Yes	40 years from date of contact	DESTROY
Contact with Radiation	Yes	50 years from date of contact	DESTROY
Health and Safety Reports	No	15 years from date of	DESTROY

		report	
Fire Procedure and Log Book	No	Current year + 6 years	

### 3. Financial Management of the School

*This section deals with all aspects of the financial management of the school.*

<b>3.1 Risk Management</b>			
<b>Record</b>	<b>Data Protection Issues</b>	<b>Retention Period</b>	<b>Action After Retention</b>
Employers Liability Insurance Certificate	No	Closure of the school + 40 years	DESTROY

<b>3.2 Accounts and Statements including Budget Management</b>			
<b>Record</b>	<b>Data Protection Issues</b>	<b>Retention Period</b>	<b>Action After Retention</b>
Annual Budget	No	Current financial year + 6 years	DESTROY
Budget Monitoring	No	Current financial year + 6 years	DESTROY
Annual Statements of Accounts (Outturn Statement)	No	Current financial year + 6 years	DESTROY
Loans managed by the school	No	Date of last payment on loan + 12 years	DESTROY
Order Forms and requisitions	No	Current financial year + 6 years	DESTROY
Invoices, receipts and other records covered by the Financial Regulations	No	Current financial year + 6 years	DESTROY
Records relating to the identification and collection of debt	Yes	Current financial year + 6 years	DESTROY
Petty Cash Records	Yes	Current financial year + 6 years	DESTROY

School Fund – Cheque Books	No	Current financial year + 6 years	DESTROY
School Fund – Paying in Books	No	Current financial year + 6 years	DESTROY
School Fund – Invoices	No	Current financial year + 6 years	DESTROY
School Fund – Receipts	No	Current financial year + 6 years	DESTROY
School Fund – Bank Statements	No	Current financial year + 6 years	DESTROY
Free School Meals Register	Yes	Current financial year + 6 years	DESTROY
Purchasing – Tender Information and Prices	No	Until superseded	DESTROY contract schedules when they expire
Audit Reports	No	Current financial year + 6 years	DESTROY

<b>3.3 Contract Management</b>			
<b>Record</b>	<b>Data Protection Issues</b>	<b>Retention Period</b>	<b>Action After Retention</b>
Contracts under seal	No	Contract completion date + 12 years	DESTROY
Contracts under signature	No	Contract completion date + 6 years	DESTROY
Contract Records	No	Contract completion date + 2 years	DESTROY

## 4. Property Management

*This section covers the management of buildings and property.*

4.1 Property Management			
Record	Data Protection Issues	Retention Period	Action After Retention
Emergency Planning/ Business Continuity Plan	No	Until Superseded	DESTROY
Letting Records	Yes	Current year + 3 years	DESTROY
Inventories of furniture and equipment	No	Current year + 6 years	DESTROY
Burglary, theft and vandalism report forms	No	Current year + 6 years	DESTROY
Maintenance Records carried out by contractors	No	Current year + 6 years	DESTROY
Building Plans	No	Permanent	These should be retained in the school whilst the school is open and archived when the school has closed

## 5. Pupil Management

*This section includes all records which are created during the time a pupil spends at the school.*

5.1 Pupil's Educational Record			
Record	Data Protection Issues	Retention Period	Action After Retention
Pupil Files	Yes	Retain whilst the child remains at the school	The file must follow the pupil when they leave the school (If the pupil transfers to home schooling or leaves the country the file should be returned to the Local Authority)

5.2 Safeguarding			
Record	Data Protection Issues	Retention Period	Action After Retention
Child Protection information held in CPOMS system	Yes	DOB of the child + 25 years then review	DESTROY
Disciplinary Action (Suspension/Expulsion)/Offences – bullying	Yes	DOB of the child + 25 years then review	DESTROY
Accident Records	Yes	DOB of the child + 25 years then review	DESTROY
Intimate Care Records	Yes	DOB of the child + 25 years then review	DESTROY
Team Teach Records	Yes	DOB of the child + 25 years then review	DESTROY



Medical Records, including the administration of medication	Yes	DOB of the child + 25 years then review	DESTROY
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### 5.3 Attendance

Record	Data Protection Issues	Retention Period	Action After Retention
Attendance Registers	Yes	Every entry in the attendance register must be preserved for a period of 3 years after the date on which the entry was made	DESTROY
Parental requests for term time absence	Yes	Current year + 2 years	DESTROY

### 5.4 Special Educational Needs

Record	Data Protection Issues	Retention Period	Action After Retention
SEN Files including advice, reports, reviews and IEP's	Yes	DOB of the child + 25 years then review	DESTROY
EHCP	Yes	DOB of the child + 25 years then review	DESTROY
Accessibility Plans/ Risk Assessments	Yes	DOB of the child + 25 years then review	DESTROY

## 6. Curriculum Management

6.1 Statistics and Management Information			
Record	Data Protection Issues	Retention Period	Action After Retention
Pupil Results (i.e. EYFS/ Phonics Screening/ SATs)	Yes	Retain whilst the child remains at the school. Results must be recorded on the pupils file and will therefore be retained until the pupil reaches the age of 25 years. The school will keep a composite record to allow for suitable comparisons for the current year +6 years	DESTROY
Examination Papers (i.e. Phonics Screening/ SATs)	Yes	Retain whilst the child remains at the school	The documents will follow the pupil when they leave the school (If the pupil transfers to home schooling or leaves the country the documents should be returned to the Local Authority)
School Tracking Data	Yes	Retain whilst the child remains at the school. Results must be recorded on the pupils file and will therefore be retained until	DESTROY

		the pupil reaches the age of 25 years. The school will keep a composite record to allow for suitable comparisons for the current year +6 years	
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<b>6.2 Implementation of Curriculum</b>			
<b>Record</b>	<b>Data Protection Issues</b>	<b>Retention Period</b>	<b>Action After Retention</b>
Schemes of Work	No	Current year +1 year	DESTROY
Timetables/ Class Groupings	No	Current class	DESTROY
Record of homework set	No	Current year +1 year	DESTROY
Pupil's work	No	Current year +1 year	DESTROY
Long Term Curriculum Plans	No	Current year +1 year	DESTROY

## 7. Extra-Curricular Activities

<b>7.1 Educational Visits/ School Activities</b>			
<b>Record</b>	<b>Data Protection Issues</b>	<b>Retention Period</b>	<b>Action After Retention</b>
Educational Visits and Activities Records (i.e. Risk Assessments etc.)	No	Date of visit +14 years	DESTROY
Parental consent form for school trips/ activities where there has been no major incidents	Yes	Conclusion of the trip	DESTROY
Parental consent form for school trips/ activities where there has been a major incident	Yes	DOB of the child + 25 years then review. The consent form for all pupils on the trip need to be retained	DESTROY

## 8. Central Government and Local Authority

*This section covers records created in the course of interaction between the school and the local authority.*

<b>8.1 Local Authority</b>			
<b>Record</b>	<b>Data Protection Issues</b>	<b>Retention Period</b>	<b>Action After Retention</b>
Attendance Returns	Yes	Current year + 1 year	DESTROY
School Census Returns	No	Current year + 5 years	DESTROY
Circulars and other information sent from the Local Authority	No	Operational Use	DESTROY

<b>8.2 Central Government</b>			
<b>Record</b>	<b>Data Protection Issues</b>	<b>Retention Period</b>	<b>Action After Retention</b>
OFSTED Reports	No	Life of the Report then review	DESTROY
Returns made to Central Government	No	Current year + 6 years	DESTROY
Circulars and other information sent from Central Government	No	Operational Use	DESTROY