

Records Retention Policy

Updated 18.5.18

| Staff | |
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| Unsuccessful candidates | 6 months from date of appointment |
| Successful candidate | Keep indefinitely: Name, dates of employment, disciplinary, |
| References | End of employment plus 6 years |
| Medical clearance | End of employment plus 6 years |
| Health questionnaire where applicable | Destroy once risk assessment has been completed |
| Identity | End of employment |
| Qualifications | End of employment |
| DBS consent form | Destroy once DBS has been processed and appointment decision made |
| SD2 | Destroy once DBS check completed and appointment decision made |
| DBS check | Keep copy until noted on SCR. Note on SCR. Print out from Edbs and keep for 6 months. If positive, store in sealed envelope and keep for end of employment plus 6 years. |
| DBS children's barred list | Print out from Edbs and keep for 6 month |
| Right to work in the UK | End of employment plus 6 years |
| Prohibition from teaching check | Print out from Teacher Services. Hold until end of employment |
| S128 | Do not hold |
| Childcare disqualification | End of employment plus 6 years. If there is a positive declaration do not retain – keep risk assessment and waiver for end of employment plus 6 years. Restricted access. |
| Checks on individuals who have lived or worked outside the UK | End of employment |
| Job description & person specification | End of employment plus 6 years |
| Induction checklist | End of employment plus 6 years |
| Teacher statutory induction | End of employment plus 6 years |
| Probationary records | End of employment plus 6 years |
| Performance Management | End of employment plus 6 months |
| Offer letters | End of employment plus 6 years |
| Contract of employment | End of employment plus 6 years |

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| Payroll information | End of employment plus 6 years |
| Salary statement letters | End of employment plus 6 years |
| Pension documentation | Until normal pension age |
| Annual leave records | End of employment plus 6 years |
| Leave of absence records | End of employment plus 6 years |
| Child related leave eg maternity | Remove from personnel file 4 years from leave |
| Sickness records | End of employment plus 6 years (copies of fit notes only, not originals) |
| Allegations of a CP nature | Normal pension age or 10 years from incident (whichever is longer) |
| Disciplinary records – no case to answer | Destroy on conclusion of case |
| Disciplinary records – warning | Destroy on conclusion plus 5 years |
| Disciplinary records – dismissal | End of employment plus 6 years |
| Capability records | End of employment plus 6 years |
| Grievance records | End of employment plus 6 years |
| Training/CPD records | End of employment plus 6 years |
| Accidents/injuries at work | Date of incident plus 12 years (accident forms) H & S executive notification must be kept indefinitely |
| Secondment documents | End of employment plus 6 years |
| Redundancy documents | End of employment plus 6 years |
| Resignation documents | End of employment plus 6 years |
| Timesheets | End of employment plus 6 years |
| Single central record | Copy basic data to archive tab and record 'all checks in place but information deleted on leaving' |
| Vehicle information | MOT, driving licence and insurance information checked visually, noted and destroyed immediately |

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| Management information system for staff | Keep name, date of birth, NI number and dates of employment indefinitely to facilitate pension enquiries and employment references. |
| | All other data to be deleted at the end of employment plus 6 years |

| Other adults | |
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| Volunteers | Note DBS information on SCR in line with staff. Destroy all other papers when their engagement finishes. |
| LAB members/Trustees | Note DBS information on SCR in line with staff. Destroy all other papers one year from when their office finishes. |
| Unsuccessful governance | Destroy once selection process is complete |
| Third party workers, supply staff etc | Keep copy of identity only until person ceases working at the school. Written confirmation of checks from agency to be retained until person ceases working at the school. |
| Single central record | Copy basic data to archive tab and record 'all checks in place but information deleted on leaving' |

| Pupils | |
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| Admissions – pupil admitted/leaver | Paper records to be sent to new school when pupil leaves, school reports, consultation notes, SEN, safeguarding, assessment plus CTF. Destroy general admission forms, permissions etc on leaving. Full electronic information is kept for five years after the child would have left the school. |
| Admissions – pupil not admitted | Keep for one year. If entered onto MIS delete immediately. |
| Attainment | Keep for five years after leaving that key stage (ie the records of a child leaving in Y1 would be kept until Year 7). Data should be protected by keeping surnames only. SEN/EAL/PP/FSM can be kept for analysis. |
| Attendance | Electronic records to be kept for five years after leaving that key stage. Paper records to be destroyed after one year. Legal documents to be kept for 6 years. |
| Behaviour | Keep for one year after leaving |
| Exclusions | Keep for one year after leaving |
| Identity | Check on admission and note on MIS. Do not keep a copy. |
| Meals and free school meals | General meal choices etc keep for one year after leaving Meal payments, Free school meal and pupil premium information to be kept for 7 years. |
| Trips and visits | Visit consent keep for one month after the trip unless there is an incident Residential financial information keep for 7 years Major incident, accident information keep until the child becomes 25 years old. Paper information, risk assessments, lists etc should be destroyed immediately after the trip (keep in evolve) Parent helpers to return paper notes immediately after the visit. |
| Medical information and administration | Permission for administering medication in school – destroy at the end of the academic year. Information about medical conditions and management – one year after leaving that school. Significant medical incidents and accident forms – keep until the child would be 25 years old. General accidents books (bumped heads etc) – keep school wide information for six years. Minor accident notes to parents – keep for one year. Medical/Doctor letters to be passed to new school (permission should be granted on admission) |
| Safeguarding | Pass onto new school getting signed receipt. If no new school (ie home ed) keep until child is 25 years old. |
| SEN | Records to be passed onto new school. |
| Photographs | Pupil record photo – keep on MIS for five years after the child would have left the school. Publicity and learning environment photos – do not use any photos older than 5 years old. Destroy these. |
| Confidential counselling information | Counsellor to keep for 25 years. |