



Collingwood Primary School

Records Management Policy and Retention Schedule

Staff consulted: September 2017 and May 2018

Ratified by the Governing Body: 13th September 2018

Review Date: September 2020

Records Management Policy

Collingwood Primary School collects and uses personal information about staff, pupils, parents and other individuals who come into contact with the school. This information is gathered in order to enable it to provide education and other associated functions. In addition, there may be a legal requirement to collect and use information to ensure that the school complies with its statutory obligations.

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. The School has adopted the Information Management ToolKit for Schools created by the IRMS (Information and Records Management Society) and adheres to its principles and guidance, including the retention schedule for school records.

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 may be selected for permanent preservation as part of the institution's archives and for historical research.

2. Responsibilities

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

2.2 The 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. Relationship with existing policies

This policy has been drawn up within the context of:

- Data Protection policy
- Information Management Toolkit
- and with other legislation or regulations (including audit, equal opportunities and ethics) affecting the school.

4. Pupil Records

These guidelines are intended to help provide consistency of practice in the way in which pupil records are managed. These will assist us in how pupil records should be managed and what kind of information should be included in the file. It is hoped that the guidelines will develop further following suggestions and comments from those members of staff in schools who have the most contact with pupil records. These guidelines apply to information created and stored in both physical and electronic format. These are only guidelines and have no legal status, if you are in doubt about whether a piece of information should be included on the file please contact the Local Authority.

4.1. Managing Pupil Records

The pupil record should be seen as the core record charting an individual pupil's progress through the Education System. The pupil record should accompany the pupil to every school they attend and should contain information that is accurate, objective and easy to access. These guidelines are based on the assumption that the pupil record is a principal record and that all information relating to the pupil will be found in the file (although it may spread across more than one file cover).

4.2 Recording information

Pupils have a right of access to their educational record and so do their parents under the Education (Pupil Information) (England) Regulations 2005. Under the Data Protection Act 1998 a pupil or their nominated representative has a right to see information held about them. This right exists until the point that the file is destroyed. Therefore, it is important to remember that all information should be accurately recorded, objective in nature and expressed in a professional manner. 1 See Education Act 1996 Section 8; The Education (Start of Compulsory School Age) Order 1998 Information Management Toolkit for Schools · v5 · 01 February 2016 · www.irms.org.uk 10 Primary School records 3a.

4.3 Starting a file/ File covers/File contents for pupil records

These guidelines apply to information created and stored in both physical and electronic format. The pupil record starts its life when a file is opened for each new pupil as they begin school. This is the file which will follow the pupil for the rest of his/her school career.

It is strongly recommended that the school uses a consistent file cover for the pupil record. This assists secondary schools to ensure consistency of practice when receiving records from a number of different primary schools. The following information should appear on the front cover of the paper file:

- Surname
- Forename
- DOB
- Unique Pupil Number

when the file was started and closed if it is felt to be appropriate.

Inside the file, the following information should be easily accessible:

- The name of the pupil's doctor

- Emergency contact details
 - Gender
- Preferred name
- Position in family
- Ethnic origin
 - Language of home (if other than English)
 - Religion
- Any allergies or other medical conditions that it is important to be aware of
- Names of adults who hold parental responsibility with home address and telephone number (and any additional relevant carers and their relationship to the child)
- Name of the school, admission number and the date of admission and the date of leaving.
 - Any other agency involvement e.g. speech and language therapist, paediatrician It is essential that these files, which contain personal information, are managed against the information security guidelines also contained in the toolkit.
- If the pupil has attended an early years setting, then the record of transfer should be included on the pupil file
- Admission form (application form)
 - Privacy Notice [if these are issued annually only the most recent need be on the file]
 - Photography Consents
- Years Record
 - Annual Written Reports to Parents and any returned comments slips including National Curriculum and Religious Education Locally Agreed Syllabus assessments
 - Any information relating to a major incident involving the child (either an accident or other incident)
- Any reports written about the child
- Any information about a statement and support offered in relation to the statement
- Any relevant medical information (should be stored in the file in a sealed envelope clearly marked as such)
- Any information relating to exclusions (fixed or permanent)
- Any correspondence with parents or outside agencies relating to the child
- Details of any complaints made by the parents or the pupil

The Unique Pupil Number is a number that identifies each pupil in England uniquely. It is intended to remain with them throughout their school career regardless of any change in school or Local Authority. Not to be confused with the the Unique Learner Number allocated to pupils over 14 <https://nationalpupildatabase.wikispaces.com/IDs> 3 Although this is “sensitive” data under the Data Protection Act 1998, the Department for Education require statistics about ethnicity This needs to be recorded for the School Census (Mother Tongue) Although this is “sensitive” data under the Data Protection Act

1998, the school has good reasons for collecting the information Although this is “sensitive” data under the Data Protection Act 1998, the school has good reasons for collecting the information Information Management Toolkit for Schools · v5 · 01 February 2016 · www.irms.org.uk

Records stored separately to the pupil record (as they are subject to shorter retention periods and if they are placed on the file then it will involve a lot of unnecessary weeding of the files before they are transferred on to another school.)

- Absence notes
- Parental consent forms for trips/outings [in the event of a major incident all the parental consent forms should be retained with the incident report not in the pupil record]
 - Correspondence with parents about minor issues
 - Accident forms (these should be stored separately and retained on the school premises until their statutory retention period is reached. A copy could be placed on the pupil file in the event of a major incident)
 - Child protection reports/disclosures (should be stored elsewhere by the Designated Safeguarding Lead)

5.1 Transferring the pupil record to the secondary school

The pupil record should not be weeded before transfer to the secondary school unless any records with a short retention period have been placed in the file. It is important to remember that the information which may seem unnecessary to the person weeding the file may be a vital piece of information required at a later stage. Primary schools do not need to keep copies of any records in the pupil record except if there is an ongoing legal action when the pupil leaves the school. Custody of and responsibility for the records passes to the school the pupil transfers to. Files should not be sent by post unless absolutely necessary. If files are sent by post, they should be sent by registered post with an accompanying list of the files. The secondary school should sign a copy of the list to say that they have received the files and return that to the primary school. Where appropriate, records can be delivered by hand with signed confirmation for tracking and auditing purposes. Electronic documents that relate to the pupil file also need to be transferred, or, if duplicated in a master paper file, destroyed.

5.2. Secondary School records Items which should be included on the pupil record

- If the pupil has attended an early years setting, then the record of transfer should be included on the pupil file
- Admission form (application form) • Privacy Notice [if these are issued annually only the most recent need be on the file]
- Photography Consents
- Years Record
- Annual Written Reports to Parents
 - Any information relating to a major incident involving the child (either an accident or other incident)
 - Any reports written about the child
 - Any information about a statement and support offered in relation to the statement
 - Any relevant medical information (should be stored in the file in a sealed envelope clearly marked as such)

- Child protection reports/disclosures (should be stored in the file in a sealed envelope clearly marked as such)
- Any information relating to exclusions (fixed or permanent)
- Any correspondence with parents or outside agencies relating to major issues
- Details of any complaints made by the parents or the pupil Information Management Toolkit for Schools · v5 · 01 February 2016 · www.irms.org.uk 12

5.3. The following records should be stored separately to the pupil record as they are subject to shorter retention periods and if they are placed on the file then it will involve a lot of unnecessary weeding of the files once the pupil leaves the school.

- Absence notes
- Parental consent forms for trips/outings [in the event of a major incident all the parental consent forms should be retained with the incident report not in the pupil record]
 - Correspondence with parents about minor issues
- Accident forms (these should be stored separately and retained on the school premises until their statutory retention period is reached. A copy could be placed on the pupil file in the event of a major incident)

6. Responsibility for the pupil record once the pupil leaves the school

The school which the pupil attended until statutory school leaving age 7 is responsible for retaining the pupil record until the pupil reaches the age of 25 years. [See the retention schedule for further information].

7. Safe destruction of the pupil record

The pupil record should be disposed of in accordance with the safe disposal of records guidelines.

8. Transfer of a pupil record outside the EU area

If you are requested to transfer a pupil file outside the EU area because a pupil has moved into that area, please contact the Local Authority for further advice.

9. Storage of pupil records

All pupil records should be kept securely at all times. Paper records, for example, should be kept in lockable storage areas with restricted access, and the contents should be secure within the file. Equally, electronic records should have appropriate security. Access arrangements for pupil records should ensure that confidentiality is maintained whilst equally enabling information to be shared lawfully and appropriately, and to be accessible for those authorised to see it.

GDPR – Data Register and Retention Schedule for Collingwood Primary School

| Data | Lawful process | Why we collect this data. | Who data is shared with. 1 received 2 created by us 3 sent | How it is kept/ risk management in place to prevent breaches | When it is destroyed | Test date/tested by |
|---|--|---|---|---|---|---------------------|
| Human Resources/staff data | | | | | | |
| All recruitment records relating to appointment of new staff for unsuccessful candidates eg interview notes, application form, letters, disability, sexual orientation, ethnicity and religion, TRN etc | Consent contract Legal Obligation | Legal Time frame (Essex HR) | 1 2 | Paper copies in staff file | 6 months from date of appointment | |
| All recruitment records relating to appointment of new staff for successful candidates eg interview notes, application form, letters, disability, sexual orientation, ethnicity and religion, TRN etc etc | Consent contract Legal Obligation | Operation of the employment contract | 1 2 | Paper copies in staff file | End of Employment + 6 years | |
| Recruitment Monitoring Form | Public Task | Recommended IRMS Toolkit April 2018 | 2 3 | Forms are not kept | Anon data Not kept | |
| Pre-employment checks and SCR evidence | | | | | | |
| References (and evidence of requests made for refs but not received/Risk assessment carried out) | Consent contract Legal Obligation | Recommended by Essex HR | 1 | Paper copies in staff file | End of Employment + 6 years | |
| Evidence of Medical Clearance ie Health Declaration Form (Pre-employment questionnaire only viewed by OH) | Consent contract Legal Obligation Vital Interests | Recommended by Essex HR | 2 | Paper copies in staff file | | |
| Identity checks | Consent contract Legal Obligation | Statutory Guidance "Keeping Children Safe in Education" | 1 2 | Paper copies in staff file | End of Employment | |
| Qualifications: (teachers) Copy of original QTS certificate and/or printout from Teachers Services system | Consent contract Legal Obligation | Statutory Guidance "Keeping Children Safe in Education" | 1 2 | Paper copies in staff file | End of Employment | |

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|---|---|---|-------|--|--|-----------------------|
| DBS consent forms | Consent contract Legal Obligation | Recommended by Essex HR | 1 2 3 | Not kept after outcome | Destroyed once DBS outcome is received | |
| SD2 form (in sealed envelope until outcome received) | Consent contract Legal Obligation | Recommended by Essex HR | 1 2 3 | Not kept after outcome | Destroyed once DBS outcome is received | |
| Enhanced DBS Check (in sealed envelope until outcome received) Risk assessment carried out if positive result labelled "for restrictive access".) | Consent contract Legal Obligation | Recommended "Keeping Children Safe in Education" | 1 3 | Retain printout from e-DBS system or top part of certificate only. | Destroyed once DBS outcome is received Disclosure certificated NOT kept more than 6 months No record held detailing any convictions. End of employment. | |
| DBS Children's Barred list | Consent contract Legal Obligation | Recommended | 2 3 | As above | As above | |
| Right to work in the UK ie: Clear copy of originals labelled "Right to work in the uk checked on (date) by (name)" | Consent contract Legal Obligation Public Task | Statutory Guidance "Keeping Children Safe in Education" Home Office requirement | 1 | Staff paper file | End of Employment + 2 years | |
| Prohibition from Teaching check ie: Print out from Teacher Services System | Consent contract Legal Obligation | Recommended | 1 | Staff paper file | End of Employment. | 11.9.18 ABG and SW |
| Childcare Disqualification (If positive copy not kept Risk assessment completed and waiver documentation kept.) | Consent contract Legal Obligation Vital Interests | Recommended | 1 2 3 | Original form kept in staff file if no positive declaration. | End of Employment + 6 years. | |
| Checks on individuals who have worked outside the UK ie certificate of good conduct or police certificate from relevant embassy/EEA prohibition check | Consent contract Legal Obligation | Recommended | 1 2 | Staff paper file labelled "for Restrictive | End of Employment. | |

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| | Public Task | | | access" in sealed envelope if positive. | | |
| Induction , Probation and Performance Management | | | | | | |
| Job Description and Person Specification (plus any updates) | contract | Recommended | 2 3 | Staff paper file | End of Employment + 6 years | |
| Induction Checklist | contract | Recommended | 2 3 | Staff paper file | End of Employment + 6 years | May 2018 (AC left) ABG |
| Statutory Induction/NQT paperwork (teachers) | contract | Recommended | 2 3 | Staff paper file | End of Employment + 6 years | |
| Probationary paperwork/records eg letters, meeting notes etc (if applicable) | contract | Recommended | 2 3 | Staff paper file | End of Employment + 6 years | |
| Performance Management ie: all forms and correspondence etc | contract | Recommended | 2 3 | Staff paper file | End of Employment + 5 years | May 2018 (AC left) ABG |
| Contractual Documents | | | | | | |
| Offer Letters | contract | Recommended | 2 | Staff paper file | End of Employment + 6 years | May 2018 (AC left) ABG |
| Contract of Employment and written particulars | contract | Recommended | 2 3 | Staff paper file | End of Employment + 6 years | May 2018 (AC left) ABG |
| Pay and Pensions | | | | | | |
| Payroll Information | contract | Recommended | 2 3 | Staff paper file and Electronically on school system | End of Employment + 6 years | |
| Salary Statement Letters | contract Legal Obligation | Required by TPCD | 2 3 | Staff paper file | End of Employment + 6 years | |
| Pension Documentation | Consent contract Legal Obligation | Required under Pension legislation | 1 2 3 | Staff paper file and Electronically on school system | End of Employment + 6 years | |

| Leave and Attendance/Sickness Records | | | | | | |
|---|--|---|-------|---|--|---------------------------|
| Annual Leave/Attendance Records including Leave of Absence Paperwork including request forms, decisions/appeals (staff) | contract | Recommended | 2 3 | Staff paper file and/or Electronically on school system | End of Employment + 6 years | |
| Child related Leave and maternity/paternity/adoption leave (including all correspondence and forms) | contract Legal Obligation Vital Interests | Statutory Mat pay Regulations 1986 | 2 3 | Staff paper file and/or Electronically on school system | Current Year + 3 years | |
| Sickness Records (copies of fit notes, self-certification, return to work meeting minutes, OH reports and referrals and all correspondence. | Consent contract Legal Obligation Vital Interests | | 1 2 3 | Staff paper file and in sealed envelope, labelled as "restrictive access" | Statutory kept for min 3 years Or End of Employment + 6 years | May 2018 (AC left) ABG |
| Disciplinary, capability and grievance records | | | | | | |
| Allegations of a child protection nature against a member of staff (all except malicious allegations which are destroyed once case is concluded)) | contract Legal Obligation Vital Interests | Statutory Guidance "Keeping Children Safe in Education" | 1 2 3 | Staff paper file in sealed envelope, labelled as "restrictive access" | Held until normal pensionable age or 10 years from incident - whichever is longer. | |
| Disciplinary records - no case to answer (including all notes, minutes of meetings/hearings, correspondence etc) | contract | Recommended | 2 3 | Held in paper staff file | until conclusion of case. | |
| Disciplinary records - warning (including all notes, minutes of meetings/hearings, correspondence etc) | contract | Recommended | 2 3 | Held in paper staff file | until conclusion of case + 5 years | |
| Disciplinary records - dismissal (including all notes, minutes of meetings/hearings, correspondence etc) | contract | Recommended | 2 3 | Held in paper staff file | until conclusion of case+ 6 years | |
| Capability Records (including all notes, minutes of meetings/hearings, correspondence etc) | contract | Recommended | 2 3 | Held in paper staff file | until conclusion of case+ 6 years | |
| Grievance Records | contract | Recommended | 2 3 | Held in paper staff file | until conclusion of case + 6 years | |

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| (including all notes, minutes of meetings/hearings, correspondence etc) | | | | | | |
| Other HR | | | | | | |
| Training/CPD Records | contract | Recommended | 1 2 3 | Held in paper staff file | until conclusion of case + 6 years | May 2018 (AC left) ABG |
| Accidents/Injuries at work (staff only) | contract Legal Obligation Vital Interests | Health and Safety Regulations | 2 3 | Kept in separate paper file | Date of Incident + 12 years (H and S Exec notified incidents held indefinitely) | |
| Secondment documents | contract | Recommended | 1 2 3 | Held in paper staff file | End of Employment + 6 years | |
| Redundancy documents | contract | Recommended | 1 2 3 | Held in paper staff file | End of Employment + 6 years | |
| Resignation documents | contract | Recommended | 1 2 3 | Held in paper staff file | End of Employment + 6 years | May 2018 (AC left) ABG |
| Time sheets | contract | Recommended | 2 3 | Held in paper staff file | End of Employment + 6 years | |
| Next of Kin/emergency contact | Vital Interests | Recommended | 1 2 | Electronically | On leaving | |
| Pupils/Families | | | | | | |
| Pupils | | | | | | |
| Pupils Educational record (pupil Information) | contract Legal Obligation Vital Interests | Required by the Education (Pupil Information) (England) Regulations 2005 | 1 2 3 | | To follow the pupil if new school/setting is known. Returned to the LA if pupil dies, is home schooled, transfers to Independent school for | Sept 2018 ABG (delivered by hand) |

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| | | | | | statutory retention period. | |
| Photographs for identification: ie on Pupils at risk from abduction, pupil's annual report and SEN paperwork, on attainment documents for staff, medical care plans etc | consent Vital Interests | Recommended "Data Protection a toolkit for schools" (DFE April 2018) | 2 3 | electronic photos on school system | Deleted when child leaves the school | |
| Photographs for other purposes: Consent sought from parents for different purposes ie 1, Displays in school 2. on VLEs 3. in Essex media 4.by other educational audiences 5. on schools social networks and website. 6. Shared with companies who provide online learning eg Phonics Play, Maths Rockstar, Reading Eggs etc | Consent | Recommended "Data Protection a toolkit for schools" (DFE April 2018) | 2 3 | electronic photos on school system | Electronic copy deleted when child leaves so is not used in subsequent publications etc but may remain on current versions until updated. | |
| Child Protection Information | Legal Obligation Vital Interests | Statutory Guidance "Keeping Children Safe in Education" | 2 3 | Seperate file with access restricted to DSLs only (Any information shared electronically is password protected or transferred via Egress) | Passed to next school by DSL - no copies kept. Receipt signed for by new school. | July 2018 delivered by hand to secondary schools and signed for ABG |
| Attendance Registers | Legal Obligation Vital Interests | Recommended "Data Protection a toolkit for schools" (DFE April 2018) | 2 3 | Electronically on school system and daily paper copy completed by class teachers | paper copy once on the system? 3 years after the cohort left year 6. | |
| Attendance returns to the Local authority | Public Interest | Recommended IRMS Toolkit April 2018 | 2 3 | ? | current year + 1 year | |
| Correspondence relating to authorised absence ie Leave of Absence Requests and responses | contract | Recommended IRMS Toolkit April 2018 | 1 2 3 | paper file and electronic register | | |

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|--|-------------------------------------|--|-------|---|--|--|
| Attendance monitoring documents | Vital Interests | Recommended "Data Protection a toolkit for schools" (DFE April 2018) | 2 3 | Separate paper file Anonymised if reported to Governors | Identifiable data: until 1 year after pupil has left school Unidentifiable summary statistics for longer. | |
| Exclusions | Legal Obligation Vital Interests | Recommended "Data Protection a toolkit for schools" (DFE April 2018) | 1 2 3 | Copies of official paperwork passed to receiving school and LA and parent | Originals: Pupil left + 1 year | |
| Behaviour | Vital Interests | Recommended "Data Protection a toolkit for schools" (DFE April 2018) | 1 2 3 | Letters to parents as part of pupil file but not notes unless included in letter. | notes: Pupil left + 1 year | |
| Medical Care Plans (including photo, parent contact numbers etc) | consent Vital Interests | Recommended "Data Protection a toolkit for schools" (DFE April 2018) | 1 2 3 | paper copy removed when pupil leaves Electronic copy deleted after 1 year | Until pupil leaves (updated regularly)+ 1 year | July 2018 ABG (note in diary for July 2019) |
| Medical administration by staff | consent Vital Interests | Recommended Data Protection a toolkit for schools (DFE April 2018) | 1 2 3 | Only kept if relevant to child protection | Period of medication + 1 month Add this and unless for child protection purposes wording to slip | |
| Assessment and Attainment | | | | | | |
| SATs/test/Examination results (pupil copy) | contract Legal Obligation | Recommended "Data Protection a toolkit for | 1 2 3 | Pupil paper file | As above | Passed on or deleted for Yr 6 July 2018 (mostly |

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|---|-----------------------------|--|---------------------------------|--|---|--|
| | | schools" (DFE April 2018) | | | | electronic held by DFE) ABG |
| Internal Assessment data eg Target Tracker | contract | Recommended "Data Protection a toolkit for schools" (DFE April 2018) | 2 3 | Pupil paper file or electronically | passed to new school if requested. Pupils removed from electronic system when in Yr 10 as need to keep 3 yrs trend data for Ofsted) Can keep for up to 5 yrs. | |
| Pupils with SEND | | | | | | |
| SEND pupil files including all one planning, One Page profiles, EHCPs, accessibility plans, Individual pupil risk assessments etc | contract Vital Interests | Recommended IRMS Toolkit April 2018 | 1 2 3 | pupil SEN paper file | date of birth +25 years | passed on by hand and signed for by AM Sept 2018 |
| Parents and Families | | | | | | |
| Parents/people with parental responsibility /other contacts names and contact numbers and emails | Consent Vital Interests | | 1 2 | SIMMs (electronic) Paper copy pupil file (locked) Pupil contact paper file for staff (locked) | | |
| Parent NI number and DOB | Consent | Pupil Premium Funding | (Seek consent as optional) 1 | Southend Borough Council (or other relevant checking Authority) | | |
| Parent disabilities | Consent Public Interest | | (Seek consent as optional) 1 | Kept in pupil paper file and electronically | | |
| Operational Administration | | | | | | |
| Reports created by staff for internal audiences | | | | | | |

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|--|------------------------------|--|--|--|--|--|
| Records relating to circulars and publications to parents and staff eg letters, newsletters, emails, texts etc | Consent Vital Interests | Recommended IRMS Toolkit April 2018 | | | current Year + 1 year | |
| Visitors Book/sign in Sheets | Consent Vital Interests | Recommended IRMS Toolkit April 2018 | | | Current year + 6 years | |
| School Development Plan | Public Interest? | Recommended IRMS Toolkit April 2018 | | usually electronic unless current version then not confidential | Life of the plan + 3 years | |
| Internal Meeting Minutes/log books | | Recommended IRMS Toolkit April 2018 | | | Date of meeting + 3 years then review | |
| Admissions Policy and related records | contract Legal Obligation | School Admissions Code Statutory Admissions guidance | | | Life of the Policy + 1 year | |
| Admissions appeals - if successful | contract Legal Obligation | Recommended IRMS Toolkit April 2018 | | Once admitted this is transferred onto electronic school system | Date of admission + 1 year | |
| Admissions appeals - if unsuccessful | contract Legal Obligation | Recommended IRMS Toolkit April 2018 | | | Resolution of case + 1 year | |
| Head Teacher /Senior Leader/ Curriculum Leader Reports | | Recommended IRMS Toolkit April 2018 | | | Date of report + 3 yrs Minimum then review | |
| Reports created by Admin/finance staff | | Recommended IRMS Toolkit April 2018 | | | Current academic year + 6 years | |
| Secondary Transfer records | | Recommended IRMS Toolkit April 2018 | | | current year + 2 years | |
| School census returns to the Local Authority | | Recommended IRMS Toolkit April 2018 | | | Current year + 5 years | |

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|---|-------------------------------------|-------------------------------------|-----|---|--|-----------|
| Circulars and information sent from the Local Authority or Central Government | | Recommended IRMS Toolkit April 2018 | | | for the operational life of the document | |
| Curriculum Management | | | | | | |
| Statistics and Management Information | | | | | | |
| Curriculum returns to Local Authority | Public Interest | Recommended IRMS Toolkit April 2018 | | Usually sent electronically so no paper record. | current + 3 years | |
| Returns made to Central Government | Public Interest | Recommended IRMS Toolkit April 2018 | | | current year + 6 years | |
| SATs/test/Examination results (school copies) | Legal Obligation Public Interest | Recommended IRMS Toolkit April 2018 | | Individual results in pupil file (see above) | Whole cohort KS2 results in paper format kept for current year + 4 years for comparison KS1 until pupils reach Yr 6+4 years | See above |
| SATs/test/Examination papers | | Recommended IRMS Toolkit April 2018 | | Locked away | kept only until validated/appeals process is complete | See above |
| Published Admissions Number paperwork (PAN) | | Recommended IRMS Toolkit April 2018 | | | current year + 6 years | |
| Value Added Contextual Data | | Recommended IRMS Toolkit April 2018 | | Tends to be electronic or anonymised. | current year + 4 years | |
| Self Evaluation Forms/Self Evaluation Summaries | | Recommended IRMS Toolkit April 2018 | 2 3 | usually electronic | current year + 4 years | |
| OFSTED reports | | Recommended IRMS Toolkit April 2018 | 1 3 | | Life of the report then review | |

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| Curriculum Tools online eg Toot Toot, Phonics Play, Target Tracker, Reading Eggs, Maths Times Tables Rock Star etc (see also Photographs) | | | 1 2 3 | | | |
| Curriculum Implementation | | | | | | |
| Schemes of work/ termly/yearly long term plan | | Recommended | 2 3 | usually electronic | current + 1 year | |
| Timetables | | Recommended | 2 3 | usually electronic | current | |
| Record sheets | | Recommended | 2 3 | Assessment paper file | passed on to next class until Yr 6 then + 1 year | |
| Pupils work | | Recommended | 1 3 | Pupils books | Sent home or + 1 year from finish of book | |
| Local Walks Permission Slips | | Consent sought only at the point of starting school. | 1 2 3 | In pupil paper file | Until child leaves | |
| Internet Access Permission Slips | | Consent sought only at the point of starting school. | 1 2 3 | In pupil paper file | Until child leaves | |
| Extra Curricular Activities | | | | | | |
| Records created to obtain LA approval to run a residential trip outside school (Evolve/ Risk Assessment etc) | contract Legal Obligation Vital Interests | Recommended IRMS Toolkit April 2018 | 2 3 | Electronic | Date of visit + 14 years | |
| Parent consent forms for trips without major incident | Consent | “Data Protection a toolkit for schools” (DFE April 2018) | 1 2 | Maintained until trip | Destroyed on conclusion of trip | |
| Parent consent forms for trips with major incident (ie requiring an outside agency to be involved) | Consent Legal Obligation Vital Interests | Limitation Act 1980 (section 2) Recommended “Data Protection a toolkit for schools” (DFE April 2018) | 1 2 3 | Maintained with Accident records | DOB of pupil involved + 25 years (retain consent slips of all pupils to demonstrate rules were followed by all others) | |

Premises

| Property Management | | | | | | |
|---|--|---|-------|--------------------------------------|-------------------------------------|--|
| Property Deeds and plans | contract Legal Obligation | Recommended IRMS Toolkit April 2018 | 1 | Held securely by the bank | permenant | |
| Lettings Records | Consent contract Legal Obligation Vital Interests | Recommended IRMS Toolkit April 2018 | 1 2 | | current financial year + 6 years | |
| COSHH Control of Substances Hazardous to Health | Legal Obligation Vital Interests | COSHH Regulations | | | Current + 40 years | |
| Caretaker House Lease agreement | Consent contract | Recommended IRMS Toolkit April 2018 | 1 2 | | Expiry + 6 years | |
| Asbestos Register | contract Legal Obligation Vital Interests | Control of Asbestos at work Regulations | 1 3 | | Last Action + 40 years | |
| C.C.T.V. | | | | | | |
| Property Maintenance | | | | | | |
| Suitability Survey | | | 1 3 | | | |
| Records relating to maintenance carried out by contractors | Consent contract Vital Interests | Recommended IRMS Toolkit April 2018 | 1 2 3 | | Current year +6 years | |
| Records relating to maintenance carried out by staff eg maintenance eg Fire log book etc | Consent contract Vital Interests | | 2 3 | | Current year + 6 years | |
| Asset Management | | | | | | |
| Asset Register of furniture and equipment etc | | | 2 3 | | Current Year + 6 years | |
| Burglary, theft and vandalism reports/forms | | | 1 2 3 | | Current + 6 years | |
| Other Health and Safety | | | | | | |
| Court Orders (involving pupils) | Legal Obligation Vital Interests | Safeguarding | 1 3 | Kept in parent contact paper file | Destroyed when pupil leaves the | |

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|---|---|--|-------|--|--|--|
| | | | | | school or court order expires. | |
| Accident Reporting (children only) | Legal Obligation Vital Interests | Health and Safety Regulations | 2 3 | Kept in separate paper Accident file | DOB + 25 years | |
| Accident Reporting (adults not staff) | Consent Legal Obligation Vital Interests | Health and Safety Regulations | 2 3 | Kept in separate paper Accident file | date of incident + 6 years | |
| Accidents/Injuries at work (staff only) | contract Legal Obligation Vital Interests | Health and Safety Regulations | 2 3 | Kept in separate paper Accident file | Date of Incident + 12 years (H and S Exec notified incidents held indefinitely) | |
| Risk Assessments | contract Legal Obligation Vital Interests | Health and Safety Regulations | 1 2 3 | Kept in separate paper Risk Assessment file and/or electronically on encrypted drive | Life of RI + 3 years | |
| "Trip Packs" | contract Vital Interests | Recommended "Data Protection a toolkit for schools" (DFE April 2018) | 1 2 3 | Kept by lead staff member for duration of the trip | Destroyed once medication administered etc has been transferred to school system | |
| Employer's Liability Insurance Certificate | contract Legal Obligation | Health and Safety Regulations | 1 | Displayed in staffroom | closure of the school + 40 years | |
| Finance and Budget | | | | | | |
| Annual Accounts | | Recommended IRMS Toolkit April 2018 | 1 2 3 | | current + 6 years | |
| Loans and Grants | | Recommended IRMS Toolkit April 2018 | 1 2 | | Date of last payment + 12 yearsthen review | |
| Budget records including budget statements and background paperwork | | Recommended IRMS Toolkit April 2018 | 1 2 3 | | Life of the budget + 3 years | |

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|---|-----------------|--|-------|---|--|--|
| Invoices, receipts, orders, requisitions, delivery notes etc | | Recommended IRMS Toolkit April 2018 | 1 2 3 | | Current financial year + 6 years | |
| Record relating to collection of monies | | Recommended IRMS Toolkit April 2018 | 2 3 | | Current financial year + 6 years | |
| Debt Collection records | | Recommended IRMS Toolkit April 2018 | 2 3 | | Current financial year + 6 years | |
| Contract Management records | | Recommended IRMS Toolkit April 2018 | 1 2 | | Last payment on contract + 12 years | |
| School Fund ie cheque books, paying in records, ledger, invoices, receipts, bank statements etc | | Recommended IRMS Toolkit April 2018 | 1 2 3 | | Current year + 6 years | |
| School meal registers (not FSM) | | Recommended IRMS Toolkit April 2018 | 1 2 | | current year + 3 years | |
| School Meal registers (FSM) | | Recommended IRMS Toolkit April 2018 | 1 2 | | current year + 6 years | |
| School Meal summary sheets | | Recommended IRMS Toolkit April 2018 | 1 2 | | current year + 3 years | |
| School Meal menu choices | consent | Recommended "Data Protection a toolkit for schools" (DFE April 2018) | 1 2 | paper copies ? | 1 year or if child leaves whichever is soonest | |
| Online payment - pupil and parent details | consent | Recommended "Data Protection a toolkit for schools" (DFE April 2018) | 1 2 | Staff see no banking details only payment info consent from parent directly to Schoolcoms | Deleted next Sept after child left if debts have been cleared. | |
| Payment amounts eg trips and other voluntary contributions | Public Interest | Audit purposes | 2 3 | | current year + 6 years | |

Governance

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|--|---|---|-------|--|---|--|
| Governing Body Minutes and Agendas | Public Interest Legal Obligation | | 2 3 | | | |
| Reports written by Governors | Legal Obligation Public Interest | | 2 3 | | | |
| Instrument of Governance | | | 2 3 | | | |
| Policies | contract Legal Obligation Public Interest | DFE Statutory policy list Recommended IRMS Toolkit April 2018 | 1 2 3 | | Life of the policy (usually 3 years if not amended before or statutory less often) | |
| Complaints dealt with by Governors | Contract Legal Obligation Public Interest | Complaints Toolkit and school complaint policy timescales. | 1 2 3 | | | |
| Letters from parents and related investigation notes by staff. | | | | | | |
| Google Drive | | | | | | |
| iGill | | | | | Referral form and written Reports in pupil file | |