



Records Management Policy

Policy Originator: SLT

Review Period: 3 years

Next Review: Summer 2021

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.

Scope

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

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.

Responsibilities

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.

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.

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.

Relationship with existing policies

This policy has been drawn up within the context of:

- Freedom of Information policy
- Data Protection policy
- Other legislation or regulations (including audit, equal opportunities and ethics) affecting the school.

Data Retention Schedule

This schedule summarises the normal retention periods we adhere to for all school records as suggested by the IRMS in their Information Management Toolkit for Schools. We process data in accordance with data protection principles and data is securely destroyed when it is no longer required.

File Description	Retention Period
Pupil Records	
Admissions records	1 year from the date of admission
Admissions register	3 years from date of entry
School meals register	3 years
Pupil record	1 year from date of exit
Attendance registers	3 years from date of entry
Special Educational Needs files, reviews and EHCPs (including all advice and information shared regarding educational needs)	Until the child turns 25
Safeguarding information held in separate files	Passed on to the next school where we have confirmation of transfer, otherwise kept until the child turns 25
Employment Records	
Application forms and interview records of unsuccessful applicants	6 months
Application forms and interview notes of successful applicants	6 years after employment has ended
Right to Work in the UK checks (in accordance with the Home Office List A and List B)	2 years after employment has ended
Proof of identity for DBS check purposes	Until the results of the DBS check has been received
Details about criminal convictions supplied during the recruitment process	Until recruitment decision has been made. A summary of the risk assessment decision to be retained on file for successful candidates.
DBS check certificates	Until the recruitment decision has been made
DBS check certificate information (the fact that the disclosure was sought, the issue date of disclosure, the level of disclosure, who obtained it and the disclosure number)	No later than 6 months from the issue date of disclosure
Proof of qualifications	6 years after employment has ended
Parental leave records	Until the relevant child is 18
Contracts of employment, contract amendment	6 years after employment has ended

letters, change of pay forms	
Redundancy details and calculations	6 years from the date of redundancy
Disciplinary records (see also allegations of a child protection nature, below)	6 years after employment has ended
Allegations of a child protection nature against a member of staff	Until the person's normal retirement age, or 10 years from the date of the allegation if longer. Copy of information retained to be given to individual. <i>Details of allegations that are found to be malicious will be removed from personnel records.</i>
Appraisal and training records	6 years after employment has ended
Income tax and NI returns, records and HMRC correspondence	Not less than 3 years after the end of the financial year to which they relate
Retirement Benefit Schemes – records of notifiable events, e.g. relating to incapacity retirements	6 years from the end of the scheme year in which the event took place
Statutory Maternity Pay, Paternity Pay and Adoption Pay records, calculations, certificates (e.g. MAT B1s) or other medical evidence	3 years after the end of the tax year in which the payments were made
Statutory Sick Pay records, calculations, certificates and self-certificates	3 years after the end of the tax year to which they relate
Wage/salary records (including records of overtime and expenses)	6 years
Current bank details	No longer than necessary
Temporary and casual workers – records relating to hours worked and payments made	3 years
Administration Paperwork	
School Development Plans	3 years from life of plan
Professional Development Plans	6 years from life of plan
Newsletters and circulars to staff, parents and pupils	1 year
Health and Safety Records	
Risk Assessments	3 years from the life of the risk assessment
Any reportable accident or injury in connection with work	At least 12 years from the date the report was made
Accident reporting	Adults – 6 years from the date of the incident Children – when the child attains 25 years of age

Fire log books	6 years
Medical records and details of: <ul style="list-style-type: none">• control of lead at work• employees exposed to asbestos• records specified by COSHH regulations	40 years from the date of the last entry made in the record
Records of tests and examinations of control systems and protection equipment under COSHH	5 years from the date on which the record was made