



# *Retention Policy*

Date of issue:	May 2020
Review Date	May 2022
To be reviewed	Headteacher, Staff and Governors
Authorised by	Headteacher and Governors

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## Child Protection

File Description	DP Issues	Statutory Provisions	Retention Period	Final Action
CP files	Y	Education Act 2002, s175, related guidance 'Safeguarding Children in Education', Sept 2004	DOB + 25 years	Secure Disposal
Pastoral Support notes relating to safeguarding issues	Y	Education Act 2002, s175, related guidance 'Safeguarding Children in Education', Sept 2004	DOB + 25 years- these notes will be retained with the individual child's CP file	Secure Disposal
Exclusion files -this includes pastoral support notes associated with exclusions	Y		7-year period from when the child leaves school	Secure Disposal
Allegation against member of staff even if unfounded	Y	Employment Practices Code: Supplementary guidance 2.13.1 (records of disciplinary and grievance)  Education Act 2002 guidance 'Dealing with allegations of abuse against teachers and other staff' Nov 2005	Until person's normal retirement age <b>Or</b> 10 years from date of allegation - whichever is longer	Secure Disposal

## Governors

File Description	DP Issues	Statutory Provisions	Retention Period	Final Action
Principal signed minutes	N		Permanent	Retain for 6 years
Inspection copy of minutes	N		Date of meeting + 3 years	Secure Disposal
Governor Agendas	N		Date of meeting	Retain in school for 6 years from meeting
Governor Reports	N		Date of report + 6 years	Retain in school for 6 years from meeting
Annual Parents' meeting papers	N		Date of report + 6 years	Retain in school for 6 years from meeting
Instrument of Government	N		Permanent	Retain whilst school is open
Trusts & Endowments	N		Permanent	Retain in school whilst operationally required
Action Plans	N		Date of action plan + 3 years	Secure Disposal

Pay Policy	N		Expiry of policy	Retain whilst any part of the policy is operational
Complaints File	Y		Date of resolution + 6 years	Retain in school for the first six years. Review for further retention in the case of conscientious disputes  Secure Disposal Routine complaints.
Annual Reports for DfE	N	Education (Governors' Annual Reports) Regulations 2002.SI 2002 No 1171	Date of report + 10 years	

## Management

File Description	DP Issues	Statutory Provisions	Retention Period	Final Action
Log Books	Y		Date of last entry in book + 6 years. The log book is archived at the Wiltshire History Centre in Chippenham.	Retain for 6 years from last entry point. The log book is archived at the Wiltshire History Centre in Chippenham.
Minutes of SMT meetings	Y		Date of meeting + 5 years	Retain for 5 years from meeting
Reports made by the HT or SMT	Y		Date of report + 3 years	Retain for 3 years from meeting
Records created by SMT or other staff with admin responsibility	Y		Closure of file + 6 years	Secure Disposal
Correspondence from SLT or staff with admin responsibility	N		Date of correspondence + 3 years	Secure Disposal
Professional	Y		Closure + 6 years	Secure Disposal

Development Plans				
School Improvement and Action Plan	Y		Closure + 6 years	Review

## Admissions

File Description	DP Issues	Statutory Provisions	Retention Period	Final Action
Successful Admissions	Y		Admission + 1 year	Secure Disposal
Unsuccessful Admissions	Y		Resolution of case + 1 year	Secure Disposal
Proofs of address supplied by parents as part of admissions process	Y		Current year + 1 year	Secure Disposal

## Pupils

File Description	DP Issues	Statutory Provisions	Retention Period	Final Action
Admissions Registers	Y		Date of last entry + 6 years	6 years then transfer to archives
Attendance Registers	Y		Date of register + 3 years	Secure Disposal
Pupil files retained in school	Y		Retain for the time which the pupil remains at the school	Transfer to secondary school or other primary.
SEN Files	Y		DOB + 25 years	Secure Disposal
Correspondence relating to absence	N		Date of absence + 2 years	Secure Disposal
Any records created in the course of contact with pupils (this includes any electronic information -e.g. emails)	Y		Current year + 3 years	Review at end of period then Secure Disposal



## SEND

File Description	DP Issues	Statutory Provisions	Retention Period	Final Action
SEND Statement/ EHCP	Y	SEND act 2001 Section 1	DOB + 30 years	Secure Disposal
Proposed SEND Statement /EHCP	Y	SEND act 2001 Section 1	DOB + 30 years	Secure Disposal
Advice and information to parents re educational needs	Y	SEND act 2001 Section 2	Closure + 12 years	Secure Disposal
Accessibility Strategy	Y	SEND act 2001 Section 14	Closure + 12 years	Secure Disposal

## Trips

File Description	DP Issues	Statutory Provisions	Retention Period	Final Action
Parental permissions for trips with no incident	Y		Conclusion of trip	Secure Disposal
Parental permissions for trips with an incident	T	Limitation Act 1980	DOB of pupil involved + 25 years	Secure Disposal
Records created by schools to obtain approval to run educational visit out of school	N	3 part supplement to H&S of pupils on educational visits	Date of visit + 14 years	

## Curriculum

File Description	DP	Statutory Provisions	Retention Period	Final Action
School Development Plan	N		Current year + 6 years	Secure Disposal
Curriculum returns	N		Current year + 3 years	Secure Disposal
Schemes of work	N		Current year + 1 year	Secure Disposal
Timetable	N		Current year + 1 year	Secure Disposal
Class record books	N		Current year + 1 year	Secure Disposal
Mark Books	N		Current year + 1 year	Secure Disposal
Record of homework set	N		Current year + 1 year	Secure Disposal
Pupils' work	N		Current year + 1 year	Secure Disposal
SATS records - exam papers & results	Y		Current year + 6 years	Secure Disposal
PAN reports	Y		Current year + 6 years	Secure Disposal
Value Added & Contextual Data	Y		Current year + 6 years	Secure Disposal

Self Evaluation Forms	Y		Current year + 6 years	Secure Disposal
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## Personnel Records Held in School

File Description	DP Issues	Statutory Provisions	Retention Period	Final Action
Timesheets / Sick Pay	Y	Financial Regulations	Current year + 6 years	Secure Disposal
Staff Personal Files	Y		Termination + 7 years	Secure Disposal
Interview Notes & Recruitment Records	Y		Date of interview + 6 months	Secure Disposal
Oral Disciplinary	Y		Date of warning + 6 months	Secure Disposal
Written Warning Level 1	Y		Date of warning + 6 months	Secure Disposal
Written Warning Level 2	Y		Date of warning + 12 months	Secure Disposal
Final Warning	Y		Date of warning + 18 months	Secure Disposal
Accident or Injury at Work Records	Y		Date of Incident + 12 years (longer for serious accidents)	Secure Disposal
Maternity Pay Records	Y	Statutory Maternity Pay	Current year + 3 years	Secure Disposal

Records relating to retirement benefits schemes	Y		Current year + 6 years	Secure Disposal
Work Experience Agreement			DOB of child + 18 years	Secure Disposal
<b>Health &amp; Safety</b>				
File Description	DP Issues	Statutory Provisions	Retention Period	Final Action
Accessibility Plan		Disability Discrimination Act	Current year + 6 years	Secure Disposal
Accident with an adult	Y		Date of incident + 7 years	Secure Disposal
Accident with a child	Y		DOB of child + 25 years	Secure Disposal
COSHH			Current year + 10 years	
Incident Reports	Y		Current year + 20 years	Secure Disposal
Policy Statements			Date of expiry + 1 year	Secure Disposal
Risk Assessments	Y		Current year + 3 years	Secure Disposal
Fire Precautions Log Book			Current Year + 6 years	Secure Disposal

## Administrative

File Description	DP Issues	Statutory Provisions	Retention Period	Final Action
Liability Certificate			Closure of school + 40 years	Secure Disposal
Inventories of equipment and furniture			Current year + 6 years	Secure Disposal
School Prospectus			Current year + 3 years	
Newsletters			Current year + 1 year	
Visitors Book			Current year + 2 years	
Friends Committee Documents			Current year + 6 years	

## Finance

File Description	DP Issues	Statutory Provisions	Retention Period	Final Action
Annual Accounts		Financial Regulations	Current year + 6 years	
Loans and Grants		Financial Regulations	Last date of payment + 12 years	
Contract Under Seal			Completion date + 12 years	Secure Disposal
Contract Under Signature			Completion date + 6 years	Secure Disposal
Budget Reports			Current year + 3 years	Secure Disposal
Invoices & Receipts		Financial Regulations	Current year + 6 years	Secure Disposal
Annual Budget and Paperwork			Current year + 6 years	Secure Disposal
Orders & Requisitions			Current year + 6 years	Secure Disposal
Delivery Documentation			Current year + 6 years	Secure Disposal
School Fund Cheque Books			Current year + 3 years	Secure Disposal

School Fund Paying in Books			Current year + 6 years	Secure Disposal
School Fund Ledger			Current year + 6 years	Secure Disposal
School Fund Receipts			Current year + 6 years	Secure Disposal
School Fund Bank Statements			Current year + 6 years	Secure Disposal
FSM Register			Current year + 6 years	Secure Disposal
Petty Cash Book			Current year + 6 years	Secure Disposal



## Property

File Description	DP Issues	Statutory Provisions	Retention Period	Final Action
Title Deeds			Permanent	
Plans			Permanent	Keep whilst school is operations
Maintenance & Contractors		Financial Regulations	Current year + 6 years	Secure Disposal
Leases			Expiry of lease + 6 years	Secure Disposal
Lettings			Current year + 3 years	Secure Disposal
Burglary, theft and vandalism report forms			Current year + 6 years	Secure Disposal
Maintenance log books			Current year + 6 years	Secure Disposal
Contractors' Reports			Current year + 6 years	Secure Disposal

## Local Authority

File Description	DP Issues	Statutory Provisions	Retention Period	Final Action
Transfer to Secondary Sheets	Y		Current year + 2 years	Secure Disposal
Attendance Returns	Y		Current year + 1 year	Secure Disposal
Circulars from LA			Whilst required operationally	Review

## School Dinners

File Description	DP Issues	Statutory Provisions	Retention Period	Final Action
Dinner Register			Current year + 3 years	Secure Disposal
School Meals Summary Sheets			Current year + 3 years	Secure Disposal

FSM Register			Current year + 6 years	Secure Disposal
Infant FSM Register			Current year + 6 years	Secure Disposal