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Lanesend Primary School

Management of School Records Policy General School Policy

Signed: Date:
(Headteacher)

Signed: Date:
(Chair of Governors)

Review Date: March 2021 (Every 5 Years)

Reviewed By: Money Group, School Development Manager
and Headteacher

Lanesend Priamry School
Management of School Records Policy

1 Introduction

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 school. 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.

2 Scope of the Policy

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

2.2 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 or received, and then stored, in hard copy or electronically.

2.3 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.

3 Responsibilities

3.1 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, and assisted by each team manager, so they are responsible for their records and the appropriate management of them.

3.2 Each member of staff responsible for record management in the school will be advised by the Headteacher or School Development Manager regarding good record 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.

3.3 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.

4 Recording Systems

Information created by the school must be managed against the same standards regardless of the media in which it is stored.

4.1 Maintenance of Record Keeping Systems

i. It is important that filing information is properly resourced and is carried out on a regular basis. It is equally important that the files are weeded of extraneous

information where appropriate on a regular basis. Removing information from a file once a freedom of information request has been made will be a criminal offence (unless it is part of normal processing).

ii. Applying retention periods is straightforward provided files are closed on a regular basis.

iii. Once a file has been closed, it should be moved out of the current filing system and stored in archived boxes and stored in the archived shelving at the back of the P.E. store, until it has reached the end of the retention period.

iv. Information security is very important especially when dealing with personal information or sensitive policy information. There are a number of basic rules:

All personal information should be kept in lockable filing cabinets which are kept locked when the room is unattended;

Personal information held on computer systems should be adequately password protected.

Information should never be left up on a screen if the computer is unattended;

Files containing personal or sensitive information should not be left out on desks over night;

Where possible sensitive personal information should not be sent by e-mail;

If files need to be taken off the premises they should be secured in the boot of a car

Teachers may carry data on memory sticks or other removable data carriers in order to access their files both at home and at school.

All computer information should be backed up regularly and the back-up is stored both on and off site.

v. Information contained in email should be filed into the appropriate electronic or manual filing system once it has been dealt with.

4 Transfers to receiving schools, either in year or at Secondary Transition point

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 or if the child has been on a Child Protection Plan. Custody of and responsibility for the records passes to the school the pupil transfers to.

If files are sent by post, they should be sent by registered post with an accompanying list of the files. Where possible, the receiving 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 The Safe Disposal of Information Using the Retention Schedule

5.1 Files should be disposed of in line with the attached retention schedule (see appendix). This is a process which should be undertaken on an annual basis during the month of August.

5.2 Paper records containing personal information should be shredded using a cross-cutting shredder. Other files can be burnt or given to a confidential shredder provider. Loose papers should not be put in skips unless the skip has a lid. USB sticks will be wiped and reset.

5.3 Electronic data should be archived on electronic media and 'deleted' appropriately at the end of the retention period.

6 Monitoring and Review

This policy has been reviewed and approved by the Headteacher and Governors.
The Records Management
Policy will be reviewed and updated as necessary every 5 years.

(a) Retention Schedule

Child Protection				
The retention and use of records relating to child protection matters concerning pupils, and child protection allegations against staff requires specific guidance in this schedule. This will be subject to updates following implementation of recommendations by legislation.				
Basic File Description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Child Protection files including CAF files	Yes	Education Act 2002, s175, related guidance 'Safeguarding Children in Education', September 2004	DOB + 25 years	File transferred to receiving school SECURE DISPOSAL at end of retention period.
Allegation of a child protection nature against a member of staff, including where the allegation is unfounded	Yes	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' November 2005	Until the person's normal retirement age, or 10 years from the date of the allegation if that is longer	SECURE DISPOSAL

Governors				
Basic File Description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Minutes				
§ Principal set (signed)	No		Permanent	Retain in school for 6 years from date of meeting
§ Inspection Copies	No		Date of meeting + 3 years	SECURE DISPOSAL [If these minutes contain any sensitive personal information they must be shredded]
Agendas	No		Date of meeting	SECURE DISPOSAL
Reports	No		Date of report + 6 years	Retain in school for 6 years from date of meeting
Instruments of Government	No		Permanent	Retain in school whilst school is open
Trusts	No		Permanent	Retain in school whilst operationally required
Action Plans	No		Date of action plan + 3 years	SECURE DISPOSAL
Policy documents	No		Expiry of policy	Retain in school whilst policy is operational (this includes if the expired policy is part of a past decision making process)
Complaints files	Yes		Date of resolution of complaint + 6 years	Retain in school for the first six years. Review for further retention in the case of contentious disputes. SECURE DISPOSAL routine complaints.
Annual Reports required by the Department for Education	No	Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002.S1 2002 No 1171	Date of report + 10 years	

Management				
Basic File Description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Log Books [Books where the Headteacher or another member of staff keeps a record of what happens in the school, this may include details of events, photographs and other information]	Yes		Date of last entry in the book + 6 years	Retain in the school for 6 years from the date of the last entry
Minutes of Progression Team meetings and other internal administrative bodies	Yes		Date of meeting + 5 years	Retain in the school for 5 years from meeting
Reports made by the Headteacher or the management team	Yes		Date of report + 3 years	Retain in the school for 3 years from meeting
Records created by head teachers, deputy head teachers, phase leaders and other members of staff with administrative responsibilities.	Yes		Closure of file + 6 years	SECURE DISPOSAL
Correspondence created by Headteachers, deputy Headteachers, phase leaders and other members of staff with administrative responsibilities	No		Date of correspondence + 3 years	SECURE DISPOSAL
Professional development plans	Yes		Closure + 6 years	SECURE DISPOSAL
School Development Plans	Yes		Closure + 6 years	Review

Pupils				
Basic File Description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Admission Registers	Yes		Date of last entry in SIMs + 6 years	Retain in the school for 6 years from the date of the last entry then consider transfer to the archives.
Attendance registers	Yes		Date of register + 3 years	SECURE DISPOSAL [If these records are retained electronically any back up copies should be destroyed at the same time]
Pupil record cards	Yes			
§ Primary			Retain for the time which the pupil remains at the primary school	Transfer to the secondary school (or other primary school) when the child leaves the school.
Pupil files	Yes			
§ Primary			Retain for the time which the pupil remains at the primary school	Transfer to the Secondary school (or other primary school) when the child leaves the school.
Additional Educational Needs files, reviews and Personal Education Plans, Education, Health and Care plans,	Yes		DOB of the pupil + 25 years then review. NOTE: This retention period is the minimum period that any pupil file should be kept. Some authorities choose to keep SEN files for a longer period of time to defend themselves in a "failure to provide a sufficient education" case. There is an element of business risk analysis involved in any decision to keep the records longer than the minimum retention period.	Transfer to the Secondary school (or other primary school) when the child leaves the school.
Correspondence Relating to Authorised Absence and Issues	No		Date of absence + 2 years	SECURE DISPOSAL or Transfer to the Secondary school (or other primary school) when the child leaves the school.
Examination results	Yes			
§ Public	No		Year of examinations + 6 years	SECURE DISPOSAL or Transfer to the Secondary school (or other primary school) when the child leaves the school.
§ Internal examination results	Yes		Current year + 5 years ⁽²⁾	SECURE DISPOSAL or Transfer to the Secondary school (or other primary school) when the child leaves the school.
Any other records created in the course of contact with pupils	Yes/No		Current year + 3 years	Review at the end of 3 years and either allocated a further retention period or SECURE DISPOSAL or Transfer to the Secondary school (or other primary school) when the child leaves the school.
Statement or EHC Plan maintained under The Education Act	Yes	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years	SECURE DISPOSAL unless legal action is pending

⁽²⁾ If these records are retained on the pupil file or in their National Record of Achievement they need only be kept for as long as operationally necessary.

Pupils cont'd.				
Basic File Description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Proposed statement or amended statement	Yes	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years	SECURE DISPOSAL unless legal action is pending
Advice and information to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	Closure + 12 years	SECURE DISPOSAL unless legal action is pending or Transfer to the Secondary school (or other primary school) when the child leaves the school.
Accessibility Strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	Closure + 12 years	SECURE DISPOSAL unless legal action is pending
Parental permission slips for school trips – where there has been no major incident	Yes		Conclusion of the trip	SECURE DISPOSAL
Parental permission slips for school trips – where there has been a major incident	Yes	Limitation Act 1980	DOB of the pupil involved in the incident + 25 years. The permission slips for all pupils on the trip need to be retained to show that the rules had been followed for all pupils.	SECURE DISPOSAL

Curriculum				
Basic File Description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
School Development Plan	No		Current year + 6 years	SECURE DISPOSAL
Curriculum returns	No		Current year + 3 years	SECURE DISPOSAL
Schemes of work	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SECURE DISPOSAL
Timetable	No		Current year + 1 year	SECURE DISPOSAL
Class record books	No		Current year + 1 year	SECURE DISPOSAL
Mark Books	No		Current year + 1 year	SECURE DISPOSAL
Record of Homework set	No		Current year + 1 year	SECURE DISPOSAL
Samples of Pupils work	No		Current year + 1 year	SECURE DISPOSAL
Examination results	Yes		Current year + 6 years	SECURE DISPOSAL
SATS records – Examination Papers and Results	Yes		Current year + 6 years	SECURE DISPOSAL
PAN reports	Yes		Current year + 6 years	SECURE DISPOSAL
Value Added & Contextual Data	Yes		Current year + 6 years	SECURE DISPOSAL
Self-Evaluation forms	Yes		Current year + 6 years	SECURE DISPOSAL

Personnel				
Basic File Description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Timesheets, sick pay	Yes	Financial Regulations	Current year + 6 years	SECURE DISPOSAL
Staff Personal files	Yes		Termination + 7 years	SECURE DISPOSAL
Interview notes and recruitment records	Yes		Date of interview + 6 months	SECURE DISPOSAL
Pre-employment vetting information (including unsuccessful DBS checks)	No	DBS guidelines	Date of check + 6 months	SECURE DISPOSAL [by the designated member of staff]
Disciplinary proceedings	Yes	Where the warning relates to child protection issues see 1.2. If the disciplinary proceedings relate to a child protection matter please contact your safeguarding children officer for further advice.		
§ Oral warning			Date of warning + 6 months	SECURE DISPOSAL If this is placed on a personal file, it must be weeded from the file
§ Written warning – level 1			Date of warning + 6 months	SECURE DISPOSAL If this is placed on a personal file, it must be weeded from the file
§ Written warning – level 2			Date of warning + 12 months	SECURE DISPOSAL If this is placed on a personal file, it must be weeded from the file
§ Final warning			Date of warning + 18 months	SECURE DISPOSAL If this is placed on a personal file, it must be weeded from the file
§ Case not found			If child protection related please see 1.2, otherwise SECURE DISPOSAL immediately at the conclusion of the case	
Records relating to accident/injury at work	Yes		Date of incident + 12 years In the case of serious accidents a further retention period will need to be applied.	SECURE DISPOSAL
Annual appraisal/assessment records	No		Current year + 5 years	SECURE DISPOSAL
Maternity pay records	Yes	Statutory Maternity Pay (General Regulations 1986 (SI 1986/1990), revised 1999 (SI 1999/567)	Current year + 3 years	SECURE DISPOSAL
Records held under Retirement Benets Schemes (Information Powers) Regulations 1995	Yes		Current year + 6 years	SECURE DISPOSAL
Proofs of identity collected as part of the process of checking “portable” enhanced DBS disclosure	Yes		Where possible these should be checked and a note kept of what was seen and what has been checked. If it is felt necessary to keep copy documentation then this should be placed on the member of staff’s personal file.	

Health and Safety				
Basic File Description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Accessibility Plans		Disability Discrimination Act	Current year + 6 years	SECURE DISPOSAL
Accident Reporting		Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980.		
§ Adults	Yes		Date of incident + 7 years	SECURE DISPOSAL
§ Children	Yes		DOB of child + 25 years ⁽³⁾	SECURE DISPOSAL
COSHH			Current year + 10 years [Where appropriate an additional retention period may be allocated]	
Incident reports	Yes		Current year + 20 years	SECURE DISPOSAL
Policy Statements			Date of expiry + 1 year	SECURE DISPOSAL
Risk Assessments	Yes		Current year + 3 years	SECURE DISPOSAL
Process of monitoring of areas where employees and persons are likely to have come in contact with asbestos			Last action + 40 years	SECURE DISPOSAL
Process of monitoring of areas where employees and persons are likely to have come in contact with radiation			Last action + 50 years	SECURE DISPOSAL
Fire Precautions log books			Current year + 6 years	SECURE DISPOSAL

⁽³⁾ A child may make a claim for negligence for 7 years from their 18th birthday. To ensure that all records are kept until the pupil reaches the age of 25 this retention period has been applied.

Administrative				
Basic File Description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Employer's Liability Certificate			Closure of the school + 40 years	SECURE DISPOSAL
Inventories of equipment and furniture			Current year + 6 years	SECURE DISPOSAL
General file series			Current year + 5 years	Review to see whether a further retention period is required
School brochure/prospectus			Current year + 3 years	Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
Circulars (staff/parents/pupils)			Current year + 1 year	SECURE DISPOSAL
Newsletters, ephemera			Current year + 1 year	Review to see whether a further retention period is required
Visitors' log			Current year + 2 years	Review to see whether a further retention period is required
LEAF (Lanesend Active Families)			Current year + 6 years	Review to see whether a further retention period is required

Finance				
Basic File Description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Annual Accounts		Financial Regulations	Current year + 6 years	Archive
Loans and grants		Financial regulations	Date of last payment on loan + 12 years	Review to see whether a further retention period is required
Contracts				
§ Under seal			Contract completion date + 12 years	SECURE DISPOSAL
§ Under signature			Contract completion date + 6 years	SECURE DISPOSAL
§ Monitoring records			Current year + 2 years	SECURE DISPOSAL
Copy orders			Current year + 2 years	SECURE DISPOSAL
Budget reports, budget monitoring etc.			Current year + 3 years	SECURE DISPOSAL

Finance cont'd.				
Basic File Description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Invoice, receipts and other records covered by the Financial Regulations		Financial Regulations	Current year + 6 years	SECURE DISPOSAL
Annual Budget and background papers			Current year + 6 years	SECURE DISPOSAL
Order books and requisitions			Current year + 6 years	SECURE DISPOSAL
Delivery Documentation			Current year + 6 years	SECURE DISPOSAL
Debtors' Records		Limitation Act 1980	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 then review	SECURE DISPOSAL
School Fund – Ledger			Current year + 6 years then review	SECURE DISPOSAL
School Fund – Invoices			Current year + 6 years then review	SECURE DISPOSAL
School Fund – Receipts			Current year + 6 years	SECURE DISPOSAL
School Fund – Bank statements			Current year + 6 years then review	SECURE DISPOSAL
School Fund – School Journey books			Current year + 6 years then review	SECURE DISPOSAL
Student grant applications			Current year + 3 years	SECURE DISPOSAL
Petty cash books		Financial Regulations	Current year + 6 years	SECURE DISPOSAL

Property				
Basic File Description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Title Deeds			Permanent	These should follow the property unless the property has been registered at the Land Registry
Plans			Permanent	Retain in school whilst operational
Maintenance and 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

Department for Education				
Basic File Description	Data Prot Issues	Statutory Provisions	Retention period [operational]	Action at the end of the administrative life of the record
HMI reports			These do not need to be kept any longer	
OFSTED reports and papers			Replace former report with any new inspection report	Review to see whether a further retention period is required
ISI reports and paper			Replace former report with any new inspection report	Review to see whether a further retention period is required
Returns			Current year + 6 years	SECURE DISPOSAL
Circulars from DFE			Whilst operationally required	Review to see whether a further retention period is required

School Meals				
Basic File Description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Lunch Register			Current year + 3 years	SHRED
School Meals Summary Sheets			Current year + 3 years	SHRED