



Cheney School

Records Management Policy

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. It covers:

1. Scope
2. Responsibilities
3. Relationships with other policies Appendix Retention Schedule

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 or received, and then stored, 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 Data Protection Lead, who has day to day responsibility for records management in the school, will give guidance about good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely way. S/he 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 should be read in association with the following policies:

- Freedom of Information
- Data Protection

and with other legislation or regulations (including audit and equal opportunities and ethics) affecting the school.

Appendix: Retention Schedule

This schedule contains retention periods for the different record series created and maintained by the School in the course of its business. The schedule refers to all information regardless of the medium in which it is stored. Some retention periods are governed by statute. Others follow best practice guidance. Every effort has been made to ensure that these retention periods are compliant with the requirements of the [General Data Protection Regulation \(GDPR\)](#) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the [Data Protection Bill](#), and the Freedom of Information Act 2000.

Date adopted: 4 April 2022

Next review: April 2024

Retention periods for documents with data protection issues and/or with statutory provisions

Management of the school

Governing Body

| Description | Retention period | Action at end | Role responsible | Location of records |
|---|--|-----------------|------------------------|----------------------|
| Records relating to complaints dealt with by the Governing Body | Date of the resolution of the complaint + a minimum of 6 years then review for further retention in case of contentious disputes | Secure disposal | Clerk to the Governors | Headteacher's office |

Headteacher, Leadership Team, Middle Leadership

| Description | Retention period | Action at end | Role responsible | Location of records |
|---|--|-----------------|--------------------------|--------------------------|
| Minutes of team meetings (with reference to individual pupils or staff members) | Date of the meeting + 3 years then review | Secure disposal | Relevant team leader/SLT | Shared area Office files |
| Reports (with reference to individual pupils or staff members) | Date of the meeting + 3 years then review | Secure disposal | Relevant team leader/SLT | Shared area Office files |
| Records (with reference to individual pupils or staff members) | Current academic year + 6 years then review | Secure disposal | Relevant team leader/SLT | Shared area Office files |
| Correspondence (with reference to individual pupils or staff members) | Date of correspondence + 3 years then review | Secure disposal | Relevant team leader/SLT | Shared area Office files |

Admissions Process

| Description | Retention period | Action at end | Role responsible | Location of records |
|---|--|-----------------|---------------------------------|---------------------|
| School Admissions Policy | Life of the policy + 3 years then review | Secure disposal | DHT (Pastoral) | Shared area |
| Admissions – if the admission is successful | Date of admission + 1 year | Secure disposal | Local Authority Admissions Team | Student file |

| | | | | |
|--|-----------------------------|---|---------------------------------|---------------------------|
| Admissions – if the appeal is unsuccessful | Resolution of case + 1 year | Secure disposal | Local Authority Admissions Team | |
| Register of admissions | Date of entry + 3 years | <i>Review Schools may consider keeping the admissions register permanently to enable them to confirm dates pupils attended the school</i> | HR & Admin manager | Shared area School office |

Operational Administration

| Description | Retention period | Action at end | Role responsible | Location of records |
|---------------------------------------|------------------------------------|-----------------|--------------------|---------------------|
| Visitors' Books and Signing in Sheets | Current year + 6 years then review | Secure disposal | HR & Admin manager | School office |

Human Resources

Recruitment

| Description | Retention period | Action at end | Role responsible | Location of records |
|--|---|-----------------|------------------------|----------------------|
| Records relating to appointment of a new Headteacher | Date of appointment + 6 years | Secure disposal | Clerk to the Governors | Headteacher's Office |
| Records relating to appointment of a new member of staff – unsuccessful candidates | Date of appointment of successful candidate + 6 months | Secure disposal | HR & Admin manager | School office |
| Records relating to appointment of a new member of staff – successful candidate | Add relevant information to the staff personal file; Otherwise Date of appointment + 6 months | Secure disposal | HR & Admin manager | School office |
| Copies of DBS certificates | Not required; copy must NOT be retained for more than 6 months | - | HR & Admin manager | School office |
| Proofs of identity | Copy added to the staff personal file | - | HR & Admin manager | School office |

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|-------------------------------------|--|---|--------------------|---------------|
| Evidence of right to work in the UK | Copy added to the staff personal file; Home Office requires Date of termination of employment + at least 2 years | - | HR & Admin manager | School office |
|-------------------------------------|--|---|--------------------|---------------|

Operational Staff Management

| Description | Retention period | Action at end | Role responsible | Location of records |
|-------------------------|-------------------------------------|-----------------|--------------------|---------------------|
| Staff personal file | Termination of employment + 6 years | Secure disposal | HR & Admin manager | School office |
| Timesheets | Current year + 6 years | Secure disposal | HR & Admin manager | School office |
| Annual appraisal record | Current year + 5 years | Secure disposal | HR & Admin manager | School office |

Management of Disciplinary and Grievance Processes

| Description | Retention period | Action at end | Role responsible | Location of records |
|---|---|--|------------------|----------------------|
| Allegation of a child protection nature against a member of staff, including where the allegation is unfounded | Whichever is the longer of: Person's normal retirement age OR Date of allegation + 10 years Then review <i>Note allegations that are found to be malicious should be removed from files</i> | Secure disposal <i>These records must be shredded</i> | Headteacher | Headteacher's office |
| Disciplinary proceedings: Oral warning Written warning – level 1 Written warning – level 2 Final warning Case not found | Date of warning + 6 months Date of warning + 6 months Date of warning + 12 months Date of warning + 18 months Conclusion of case (unless CP related) | Secure disposal | Headteacher | Headteacher's office |

Health and safety

| Description | Retention period | Action at end | Role responsible | Location of records |
|--|---|-----------------|-----------------------------------|--|
| Records relating to accident/injury at work | Date of incident + 12 years <i>In case of serious accidents a further retention period will need to be applied</i> | Secure disposal | HR & Admin manager | School office |
| Accident reporting – adults | Date of incident + 6 years | Secure disposal | HR & Admin manager | School office |
| Accident reporting – children | | Secure disposal | HR & Admin manager | School office |
| Control of Substances Hazardous to Health (COSHH) | Current year + 40 years | Secure disposal | Faculty leaders, Premises Manager | Faculty offices, Premises manager's office |
| Monitoring of areas where employees and persons are likely to have come into contact with asbestos | Last action + 40 years | Secure disposal | Premises Manager | Faculty offices, Premises manager's office |

Payroll and Pensions

| Description | Retention period | Action at end | Role responsible | Location of records |
|---|------------------------|-----------------|--------------------|---------------------|
| Maternity pay records | Current year + 3 years | Secure disposal | HR & Admin manager | School office |
| Records held under Retirements Benefits Schemes (Information Powers) Regulations 1995 | Current year + 6 years | Secure disposal | HR & Admin manager | School office |

Financial Management of the School

Contract management

| Description | Retention period | Action at end | Role responsible | Location of records |
|---|-------------------------------------|-----------------|------------------|---------------------|
| Records relating to management of contracts under seal | Last payment on contract + 12 years | Secure disposal | Finance Manager | Finance office |
| Records relating to management of contracts under signature | Last payment on contract + 6 years | Secure disposal | Finance Manager | Finance office |

Pupil Management

Pupil's Educational Record

| Description | Retention period | Action at end | Role responsible | Location of records |
|--|-------------------------|--|------------------|---|
| Pupil's Educational Record | DOB of pupil + 25 years | Secure disposal <i>The file should follow the pupil if s/he transfers to another secondary school</i> | DHT (Pastoral) | Year team offices |
| Examination results – pupil copies (public and internal) | Add to pupil file | - | DHT (Curriculum) | Exams office |
| Child protection information (held in separate files) | DOB of pupil + 25 years | Secure disposal <i>These records must be shredded</i> <i>The file should follow the pupil when s/he transfers to another education institution</i> | DHT (Pastoral) | Year team offices when on roll. In archive store when off roll |

Attendance

| Description | Retention period | Action at end | Role responsible | Location of records |
|---|---------------------------------|-----------------|------------------|---------------------|
| Attendance registers | Date entry made + 3 years | Secure disposal | DHT (Pastoral) | SIMS |
| Correspondence relating to authorized absence | Current academic year + 2 years | Secure disposal | DHT (Pastoral) | Year team offices |

Special Educational Needs

| Description | Retention period | Action at end | Role responsible | Location of records |
|--|---|-----------------|-----------------------|---------------------|
| Special educational needs files, reviews and Individual Education Plan | DOB of pupil + 25 years <i>Note this retention period is the minimum retention period that any pupil file should be kept</i> | Secure disposal | AHT (Inclusion)/SENCO | SEN Office |
| Statement of SEN/ EHCP and any amendments | DOB of pupil + 25 years | Secure disposal | AHT (Inclusion)/SENCO | SEN Office |

| | | | | |
|--|-------------------------|-----------------|-----------------------|------------|
| Advice and information provided to parents regarding educational needs | DOB of pupil + 25 years | Secure disposal | AHT (Inclusion)/SENCO | SEN Office |
|--|-------------------------|-----------------|-----------------------|------------|

Curriculum Management

Statistics and Management Information

| Description | Retention period | Action at end | Role responsible | Location of records |
|-------------------------------------|------------------------|-----------------|------------------|---------------------|
| Examination results (Schools' copy) | Current year + 6 years | Secure disposal | DHT (Curriculum) | Exams office |

Extra-Curricular Activities

Educational Visits Outside the Classroom

| Description | Retention period | Action at end | Role responsible | Location of records |
|---|--|-----------------|------------------|---------------------------|
| Records created to obtain approval to run educational visit outside the classroom | Date of visit + 10 years | Secure disposal | EVC | Shared area School office |
| Parental consent forms for school trips where there has been no major incident | Conclusions of the trip | Secure disposal | Faculty Leaders | Faculty offices |
| Parental consent forms for school trips where there has been a major incident | DOB of the pupil involved in the incident + 25 years | Secure disposal | DHT (Pastoral) | School office |