

# THE STOKE POGES SCHOOL

## Management of Records Policy

<b>Date Approved</b>	September 2024
<b>Recommended Review Period</b>	Annual
<b>Date of Next Review</b>	September 2025
<b>Person Responsible for the Policy</b>	Headteacher

This policy has been adopted from Buckinghamshire Council/IMRS model policy.

The Stoke Poges 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.

The Stoke Poges School undertakes to manage records in relation to the three principles laid out in the Lord Chancellor's Code of Practice issued under Section 46 of the Freedom of Information Act 2000, published in July 2021.

This policy provides the framework to achieve effective management and audit of records. It covers:

It covers:

- Scope
- Responsibilities
- Relationships with existing policies

### 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. Also, by any agents, contractors, consultants or third parties acting on behalf of the school.

**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 electronic format.

### 2 Responsibilities

**2.1** The governing body of a school has a statutory responsibility to maintain the school records and record keeping systems in accordance with the regulatory environment specific to the school. The responsibility is usually delegated to the headteacher of the school.

**2.2** The person responsible 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. 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** The school will manage and document its records disposal process in line with the Records Retention Schedule. This will help to ensure that it can meet Freedom of Information requests and respond to requests to access personal data under data protection legislation (subject access requests 'SARS').

**2.4** Individual staff and employees must ensure, with respect to records for which they are responsible that they:

- 2.4.1 Manage the school's records consistently in accordance with the school's policies & procedures

- 2.4.2 Properly document their actions and decisions
- 2.4.3 Hold personal information securely
- 2.4.4 Only share personal information appropriately and do not disclose it to any unauthorised third party
- 2.4.5 Dispose of records securely in accordance with the school's Records Retention Schedule.

**2.5** Information will be assessed and when it is no longer required, necessary or is to be destroyed or deleted in line with the retention schedule.

**2.6** The security of data and appropriate measures will be implemented to protect breach, loss or unauthorised sharing of the information.

### **3 Relationship with existing policies**

This policy has been drawn up within the context of:

- Freedom of Information Policy
- Data Protection Policy
- with other legislation or regulations (including audit, equal opportunities and ethics) affecting the school

<b>Headteacher</b>		<b>Date</b>	
<b>Governing Board</b>		<b>Date</b>	

**\*see following pages for Document Retention Schedule**

## Document Retention Timetable

NB Secure Disposal should be taken to mean disposal using confidential waste bins, or if the school has the facility, shredding using a cross cut shredder

Governing Body Items	Data Protection issues	Retention Period	Disposal Type
Agendas for GB meetings	If the meeting is dealing with confidential issues relating to staff or pupils	One copy retained with the master set of minutes	Secure Disposal
Minutes Of GB meetings	Permanent	Permanent	If the school is unable to store these then they should be offered to the County Archives Service
Reports presented to the GB	As above	Date of meeting + 3 Years	Shredded
Articles of Association	No	PERMANENT	
Trusts and Endowments	No	PERMANENT	
Action Plans created and administered by the GB	No	Life of the Plan + 3 Years	Secure disposal
Records relating to complaints by the GB	Yes	Date of resolution + 6 years	Secure disposal
Policy documents	No	Life of the policy + 3 years	Secure disposal
Annual Governor Reports	No	Date of report + 10 years	Secure disposal

Headteacher and SLT	Data Protection Issues	Retention Period	Disposal Type
Minutes of SLT meetings and other internal administrative bodies	There may be issues if the meeting relates to individual staff or pupils	Date of meeting + 3 years then review	Secure disposal
Reports created by the SLT	As above	Date of meeting + 3 years	Secure disposal
Records created by the SLT	As above	Current Academic year + 6 years	Secure disposal
Correspondence created by SLT and administrative team	As above	Date of correspondence + 3 years	Secure disposal
Professional Development Plans	Yes	Life of the plan + 6 years	Secure disposal
School Development Plans	No	Life of the Plan + 3 years	Secure disposal

Admissions Process	Data Protection Issues	Retention Period	Disposal Type
Records relating to the creation and implementation of the School Admission Policy	No	Life of the policy + 3 years	Secure disposal
Register of Admissions	Yes	Every entry in the admission register must be preserved for a period of 3 years after the entry date	Review: Schools may wish to keep this permanently as they often receive enquiries from past pupils to confirm dates they attended
Supplementary information for pupils admitted eg medical information, religion etc	Yes	Should be added to the pupils file	Secure disposal
Supplementary information for pupils WITHDRAWN	Yes	Until pupil is confirmed withdrawn	Secure disposal

Operational Admin/School Office	Data Protection Issues	Retention Period	Disposal Type
Records relating to school brochure or prospectus	No	Current year + 3 years	Standard disposal
Letters generally distributed to pupils and staff including newsletters	No	Current year + 1 year	Standard disposal
Visitor books and signing in sheets	Yes	Current Year + 6 years then review	Secure disposal
Records relating to the creation and management of the PTA	No	Current year + 6 years	Secure disposal

Recruitment	Data Protection Issues	Retention Period	Disposal Type
Head teacher appointment (All records)	Yes	Date of appointment + 6 years	Secure disposal
Staff appointments – unsuccessful	Yes	Date of appointment + 6 months	Secure disposal
Employment DBS Certificates	No	The school does not have to keep copies of DBS certificates, if it does they should NOT be retained for more than 6 months	
DBS Proof of identity checks for DBS	Yes	A note kept on SCR of what has been seen but documents NOT to be retained	
Evidence of right to work in the UK	Yes	Should be added to staff file and Home office requires this to be kept until termination of employment + minimum 2 years	Secure disposal

Health and Safety			
Health & Safety Policy Statements H&S Risk assessments	No	Term + 3 years	Secure disposal
Accident/Injury at work Records	Yes	Date of incident + 12 years	Secure disposal
Accident Reporting	Yes	Adults – Date of incident + 6 years Children – DOB + 25 Years	Secure disposal
COSHH	No	Current year + 40 years	Secure disposal
Asbestos Log	No	Last action + 40 years	Secure disposal
Fire Precautions Log	No	Current Year + 6 years	Secure disposal

Human Resources	Data Protection Issues	Retention Period	Disposal Type
Staff Personnel Files	Yes	Termination of Employment + 6 years	Secure disposal
Timesheets	Yes	Current Year + 6 years	Secure disposal
Annual appraisal / assessment records	Yes	Current year + 5 years	Secure disposal
CP allegation against staff	Yes	Until persons normal retirement age or 10 years – whichever is longer? Malicious allegations should be removed from Personnel files	Shredded
Disciplinary Proceedings	Yes	Oral warning –date + 6 months Written warning L1 – Date + 6 months Written warning L2 – Date + 12 months Final Warning – Date + 18 months Case not found – immediate disposal	Secure disposal
Maternity Pay Records	Yes	Current Year + 3 years	Secure disposal
Retirement/Pension Schemes	Yes	Current Year + 6 years	Secure disposal

School Meal Management	Data Protection Issues	Retention Period	Disposal Type
Free School Meal Register	Yes	Current year + 6 years	Secure Disposal
School Meal Register	Yes	Current year + 3 years	Secure Disposal
School Meal Summary Sheets	No	Current year + 3 years	Secure Disposal

Financial Management	Data Protection Issues	Retention Period	Disposal Type
Furniture and Equipment Inventories	No	Current Year + 6 years	Secure disposal
Burglary/Theft/vandalism reports	No	Current Year + 6 years	Secure disposal
Annual Accounts	No	Current Year + 6 years	Standard disposal
Loans & Grants information	No	Last date of Loan + 12 years	Secure disposal
All records relating to budget	No	Life of budget + 3 years	Secure disposal
Invoices, receipts, orders, delivery notes	No	Current financial year + 6 years	Secure disposal
Records of collection and banking monies	No	Current financial year + 6 years	Secure disposal
Contracts under signature	No	Last payment + 6 years	Secure disposal
Contract monitoring records	No	Current year + 2 years	Secure disposal
All School Fund Documents	No	Current year + 6 years	Secure disposal

Property Management	Data Protection Issues	Retention Period	Disposal Type
Property Plans	No	PERMANENT	
Property Leases	No	Expiry of Lease + 6 years	Secure disposal
Letting Records	No	Current Financial Year + 6 years	Secure disposal
Records of maintenance carried out by contractors	No	Current year + 6 years	Secure disposal
Logs of maintenance carried out by school employees	No	Current year + 6 years	Secure disposal

Pupil Management	Data Protection Issues	Retention Period	Disposal Type
Pupil's Educational Record	Yes	To be retained whilst the pupil remains at the school	The file should follow the pupil when they leave the school. This includes: <ul style="list-style-type: none"> <li>To another primary school</li> <li>To a secondary</li> <li>To a PRU</li> <li>If a pupil dies it should be sent to the LA for the statutory retention period</li> <li>Independent School Transfers the record should be sent to the LA for the statutory retention period</li> </ul>
Public Examination Results (Pupil)	Yes	To be added to the pupil file	
Internal Examination Results (Pupil)	Yes	To be added to the pupil file	
School Examination Results	Yes	Current Year + 6 years	Secure disposal
Examination papers	Yes	Should be kept until any appeals process is complete	Secure disposal
SATS Results	Yes	To be held in current pupil file. School may wish to keep a composite record of whole year SATS results for current year + 6 for comparison	Secure disposal
Child Protection Information held on pupil file	Yes	Any records placed in the pupil file should be in a sealed envelope for the same length of time as the pupil record	These MUST be shredded
Child Protection Information held on separate files	Yes	DOB of the child + 25 years (Agreed with the SCG on understanding LA SS will hold the principle copy)	These MUST be shredded
Attendance Registers	Yes	Date of entry + 3 years	Secure Disposal
Authorised Absence Correspondence	Yes	Current year + 2 years	Secure Disposal
SEN files, reviews and IEPs	Yes	DOB + 25 years	Secure Disposal
EHCP	Yes	DOB + 25 years (would normally be stored in pupil file)	Secure Disposal (unless subject to legal hold)



Advice for parents regarding educational needs	Yes	DOB + 25 years (would normally be stored in pupil file)	Secure Disposal (unless subject to legal hold)
Accessibility Strategy	Yes	DOB + 25 years (would normally be stored in pupil file)	Secure Disposal (unless subject to legal hold)
Curriculum Returns	No	Current year + 3 years	Secure disposal
Published Admission Number (PAN) Reports	Yes	Current Year + 6 years	Secure disposal
Value Added and Contextual Data	Yes	Current Year + 6 years	Secure disposal
Self-Evaluation Forms	Yes	Current Year + 6 years	Secure disposal

Implementation of Curriculum	Data Protection Issues	Retention Period	Disposal Type
Schemes of work	No	Current Year + 1 year	Secure Disposal (records may be kept longer)
Timetable	No	Current Year + 1 year	Secure Disposal (records may be kept longer)
Class Record Books	No	Current Year + 1 year	Secure Disposal (records may be kept longer)
Mark Books	No	Current Year + 1 year	Secure Disposal (records may be kept longer)
Record of Homework Set	No	Current Year + 1 year	Secure Disposal (records may be kept longer)
Pupils Work	No	Should be returned to the pupil at the end of the year, if it is not the schools policy then current year + 1)	Secure disposal

School Trips	Data Protection Issues	Retention Period	Disposal Type
Records created to get approval of Educational visits (EVOLVE)	No	Date of visit + 14 years	Secure Disposal
Parental consent forms where there has been no major incident	Yes	Conclusion of trip	Secure Disposal
Parental permission slips where there has been a major incident	Yes	DOB of the pupil involved in the incident + 25 years (slips for ALL pupils need to be retained)	Secure Disposal

Central Government & LA	Data Protection Issues	Retention Period	Disposal Type
Secondary Transfer Sheets	Yes	Current year + 2 years	Secure Disposal
Attendance Returns	Yes	Current year + 1 year	Secure Disposal
School Census Returns	No	Current year + 5 years	Secure Disposal
Circulars and other information from the local authority and government	No	Operational use	Secure Disposal
OFSTED reports and papers	No	Life of the report then review	Secure Disposal
Returns made to Central Government	No	Current Year + 6 years	Secure Disposal