

# CRADLEY C OF E VA PRIMARY SCHOOL

## FREEDOM OF INFORMATION POLICY

Vision Statement: Enriching Lives

Policy written by: Mr H. E. Wagstaffe

| <u>Dates</u> |            |            |          |          |
|--------------|------------|------------|----------|----------|
| Written      | April 2002 |            |          |          |
| Reviewed     | June 2006  | April 2007 | May 2010 | May 2013 |
| Amended      | June 2006  | April 2007 |          |          |
| Next Review  | April 2007 | April 2010 | May2013  | May 2016 |

# **CRADLEY C OF E VA PRIMARY SCHOOL**

## **THE SCHOOL'S PUBLICATION SCHEME ON INFORMATION AVAILABLE UNDER THE FREEDOM OF INFORMATION ACT 2000**

1, The governing body is responsible for maintenance of this scheme.

### **2, Introduction: what a publication scheme is and why it has been developed**

2.1, One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

2.2, To do this we must produce a publication scheme setting out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment.

2.3, The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form.

2.4, Some information which we hold may not be made public, for example personal information.

2.5, This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

### **3, Aims and Objectives**

3.1, The school aims to:

- Create a stable, well-disciplined environment where the children are encouraged to live in harmony with, and to develop respect for, others and their surroundings
- Provide for all abilities and make every effort to extend each child to his or her fullest potential
- Help children to produce work of real quality and to allow them to take a pride in their efforts and achievements
- Encourage all children to acquire independence in all their activities so that they play an increasing part in self-discipline and self-organisation

and this publication scheme is a means of showing how we are pursuing these aims.

3.2, The school's motto is Enriching Lives

#### **4, Categories of information published**

- 4.1, The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. These are contained in section 6 of this scheme.
- 4.2, The classes of information that we undertake to make available are organised into four broad topic areas:
  - School Prospectus – information published in the school prospectus.
  - Governors' Documents – information published in the Governors' Annual Report and in other governing body documents.
  - Pupils & Curriculum – information about policies that relate to pupils and the school curriculum.
  - School Policies and other information related to the school - information about policies that relate to the school in general.

#### **5, How to request information**

- 5.1, If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below.

Tel: 01886 880 315

Email: [admin@cradley.hereford.sch.uk](mailto:admin@cradley.hereford.sch.uk)

Fax: 01886 880 913

Contact Address: Cradley, Malvern, Worcs. WR13 5NG

- 5.2, To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST" (in CAPITALS please)
- 5.3, If the information you are looking for is not available via the scheme, you can still contact the school to ask if we have it.

#### **6, Paying for information**

- 6.1, Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. If there are no such special circumstances but there is a charge, this will be indicated by a £ sign in the description box.

## 7, Classes of Information Currently Published

**School Prospectus** – this section sets out information published in the school prospectus.

| <b>Class</b>             | <b>Description</b>   |
|--------------------------|--|
| <b>School Prospectus</b> | <p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none"> <li>• the name, address and telephone number of the school, and the type of school</li> <li>• the names of the head teacher and chair of governors</li> <li>• information on the school policy on admissions</li> <li>• a statement of the school's ethos and values</li> <li>• details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils</li> <li>• information about the school's policy on providing for pupils with special educational needs</li> <li>• number of pupils on roll and rates of pupils' authorised and unauthorised absences</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>• the arrangements for visits to the school by prospective parents</li> </ul> |

**Information relating to the governing body.**

|  |   |
|--|---|
| <b>Instrument of Government</b>  | <ul style="list-style-type: none"> <li>• The name of the school</li> <li>• The category of the school</li> <li>• The name of the governing body</li> <li>• The manner in which the governing body is constituted</li> <li>• The term of office of each category of governor is 4 years</li> <li>• The name of any body entitled to appoint any category of governor</li> <li>• Details of any trust</li> <li>• If the school has a religious character, a description of the ethos</li> <li>• The date the instrument takes effect</li> </ul> |
| <b>Minutes<sup>1</sup> of meeting of the governing body and its committees</b> | Agreed minutes of meetings of the governing body and its committees [current and last full academic school year]  |

**Pupils & Curriculum Policies** - This section gives access to information about policies that relate to pupils and the school curriculum.

| <b>Class</b>            | <b>Description</b>  |
|-------------------------|---|
| Home – school agreement | Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils for example homework arrangements |
| Curriculum Policy       | Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school                         |

<sup>1</sup> Some information may be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

|                                |  |
|--------------------------------|--|
| Sex Education Policy           | Statement of policy with regard to sex and relationship education  |
| Special Education Needs Policy | Information about the school's policy on providing for pupils with special educational needs   |
| Accessibility Plans            | Plan for increasing participation of disabled pupils in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils. |
| Equality Statement             | Statement of policy for promoting equality.  |
| Collective Worship             | Statement of arrangements for the required daily act of collective worship   |
| Safeguarding Policy            | Statement of policy for safeguarding and promoting welfare of pupils at the school.  |
| Pupil Discipline               | Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.   |

**School Policies and other information related to the school** - This section gives access to information about policies that relate to the school in general.

| <b>Class</b>  | <b>Description</b>  |
|---|---|
| Published reports of Ofsted referring expressly to the school | Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character |
| Charging and Remissions Policies                              | A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips    |
| School session times and term dates                           | Details of school session and dates of school terms and holidays  |
| Health and Safety Policy and risk assessment                  | Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy   |
| Complaints procedure  | Statement of procedures for dealing with complaints   |
| Performance Management of Staff                               | Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the head teacher on the effectiveness of appraisal procedures                    |
| Staff Conduct, Discipline and Grievance                       | Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance   |
| Curriculum circulars and statutory instruments                | Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing body relating to the curriculum                  |
| Annex A - Other documents                                     | Annex A provides a list of other documents that are held by the school and are available on request   |

### **Feedback and Complaints**

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to the Headteacher at the school

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

or

**Enquiry/Information Line: 01625 545 700**

**E Mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk).**

**Website : [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)**

## **The purpose of the retention schedule**

Under the Freedom of Information Act 2000, schools are required to maintain a retention schedule listing the record series which the school creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use.

Members of staff are expected to manage their current record keeping systems using the retention schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems.

The retention schedule refers to all information, regardless of the media in which they are stored.

## **Benefits of a retention schedule**

There are a number of benefits which arise from the use of a complete retention schedule:

- Managing records against the retention schedule is deemed to be “normal processing” under the Data Protection Act 1998 and the Freedom of Information Act 2000. Provided members of staff are managing record series using the retention schedule they can not be found guilty of unauthorised tampering with files once a freedom of information request or a data subject access request has been made.
- Members of staff can be confident about destroying information at the appropriate time.
- Information which is subject to Freedom of Information and Data Protection legislation will be available when required.
- The school is not maintaining and storing information unnecessarily.

## **Maintaining and amending the retention schedule**

Where appropriate the retention schedule should be reviewed and amended to include any new record series created and remove any obsolete record series.

## **What to do with records once they have reached the end of their administrative life**

### **Destruction of records**

Where records have been identified for destruction they should be disposed of in an appropriate way. All records containing personal information, or sensitive policy information should be shredded before disposal (if possible). Any other records should be bundled up and disposed of to a waste paper merchant or disposed of in other appropriate ways.

The Freedom of Information Act 2000 requires the school to maintain a list of records which have been destroyed and who authorised their destruction. Members of staff should record at least:

- File reference (or other unique identifier);
- File title (or brief description);
- No of files

- The name of the authorising officer

This could be kept in an Excel spreadsheet or other database format.

### **Transfer of records to the Archives**

Where records have been identified as being worthy of permanent preservation, arrangements should be made to transfer the records to the Archives. A list of the records sent to the archives should be created to include the information above.

[insert contact details here]

### **Transfer of information to other media**

Where lengthy retention periods have been allocated to records, members of staff may wish to consider converting paper records to other media such as microform or digital media. The lifespan of the media and the ability to migrate data where necessary should always be considered.

### **Useful Contacts**

[insert useful contacts here]



## 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 update following implementation of the recommendations by Sir Michael Bichard.

| 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   | Yes              | Education Act 2002, s175, related guidance “Safeguarding Children in Education”, September 2004   | DOB + 25 years <sup>2</sup>  | SHRED  | Child Protection information must be copied and sent under separate cover to new school/college whilst the child is still under 18 (i.e. the information does not need to be sent to a university for example)<br>Where a child is removed from roll to be educated at home, the file should be copied to the Local Education Authority.   |
| 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’s longer | SHRED  | Employment Practices Code: Supplementary Guidance 2.13.1 (Records of Disciplinary and Grievance<br>“Records of allegations about workers who have been investigated and found to be without substance should not normally be retained once an investigation has been completed. There are some exceptions to this where for its own protection the employer has to keep a limited record that an allegation was received and investigated, for example, where the allegation relates to abuse and the worker is employed to work with children or other vulnerable individuals”.<br><br>Summary record to be retained on confidential personnel file, and a copy given to the person concerned |

<sup>2</sup> This amendment has been made in consultation with the Safeguarding Children Group.

| <b>Governors</b>                |                         |                             |                                       |   |   |
|---------------------------------|-------------------------|-----------------------------|---------------------------------------|---|---|
| <b>Basic file description</b>   | <b>Data Prot Issues</b> | <b>Statutory Provisions</b> | <b>Retention Period [operational]</b> | <b>Action at the end of the administrative life of the record</b>   |   |
| Minutes                         |                         |                             |                                       |   |   |
| • <i>Principal set (signed)</i> | No                      |                             | Permanent                             | Retain in school for 6 years from date of meeting   | Transfer to Archives  |
| • <i>Inspection copies</i>      | No                      |                             | Date of meeting + 3 years             | DESTROY<br>[If these minutes contain any sensitive personal information they should be shredded]                              |   |
| Agendas                         | No                      |                             | Date of meeting                       | DESTROY   |   |
| Reports                         | No                      |                             | Date of report + 6 years              | Retain in school for 6 years from date of meeting   | Transfer to Archives<br>[The appropriate archivist will then take a sample for permanent preservation]                    |
| Annual Parents' meeting papers  | No                      |                             | Date of meeting + 6 years             | Retain in school for 6 years from date of meeting   | Transfer to Archives<br>[The appropriate archivist will then take a sample for permanent preservation]                    |
| Instruments of Government       | No                      |                             | Permanent                             | Retain in school whilst school is open  | Transfer to Archives when the school has closed   |
| Trusts and Endowments           | No                      |                             | Permanent                             | Retain in school whilst operationally required  | Transfer to Archives  |
| Action Plans                    | No                      |                             | Date of action plan + 3 years         | DESTROY   | It may be appropriate to offer to the Archives for a sample to be taken if the school has been through a difficult period |
| 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) | Transfer to Archives<br>[The appropriate archivist will then take a sample for permanent preservation]                    |

| <b>Governors</b>  |                         |  |   |   |  |
|---|-------------------------|--|---|---|--|
| <b>Basic file description</b>   | <b>Data Prot Issues</b> | <b>Statutory Provisions</b>  | <b>Retention Period [operational]</b>     | <b>Action at the end of the administrative life of the record</b>   |  |
| Complaints files  | Yes                     |  | Date of resolution of complaint + 6 years | Retain in school for the first six years<br>Review for further retention in the case of contentious disputes<br>Destroy routine complaints<br><b>Complaints alleging possible harm to a young person by a member of staff are covered in 6.1 above.</b> |  |
| Annual Reports required by the Department for Education and Skills              | No                      | Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002.SI 2002 No 1171 | Date of report + 10 years                 |   | Transfer to Archives<br>[The appropriate archivist will then take a sample for permanent preservation] |
| Proposals for schools to become, or be established as Specialist Status schools | No                      |  | Current year + 3 years                    |   | Transfer to Archives<br>[The appropriate archivist will then take a sample for permanent preservation] |

| <b>Management</b>  |                         |                             |  |   |  |
|--|-------------------------|-----------------------------|--|---|--|
| <b>Basic file description</b>  | <b>Data Prot Issues</b> | <b>Statutory Provisions</b> | <b>Retention Period [operational]</b>    | <b>Action at the end of the administrative life of the record</b>                 |  |
| Log Books<br>[Books where the Head-teacher or another member of staff keeps of record of what happens in the school, this may include details of events, photographs and other information]                        | Yes <sup>3</sup>        |                             | Date of last entry in the book + 6 years | Retain in the school for 6 years from the date of the last entry.                 | Transfer to the Archives   |
| Minutes of the Senior Management Team and other internal administrative bodies   | Yes <sup>1</sup>        |                             | Date of meeting + 5 years                | Retain in the school for 5 years from meeting                                     | Transfer to Archives<br>[The appropriate archivist will then take a sample for permanent preservation] |
| Reports made by the head teacher or the management team  | Yes <sup>1</sup>        |                             | Date of report + 3 years                 | Retain in the school for 3 years from meeting                                     | Transfer to Archives<br>[The appropriate archivist will then take a sample for permanent preservation] |
| Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities (except child protection records which are dealt with in section 6.1 above). | Yes <sup>1</sup>        |                             | Closure of file + 6 years                | DESTROY<br>If these records contain sensitive information they should be shredded |  |
| Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities   | No                      |                             | Date of correspondence + 3 years         | DESTROY<br>If these records contain sensitive information they should be shredded |  |
| Professional development plans   | Yes                     |                             | Closure + 6 years                        | SHRED   |  |
| School development plans   | No                      |                             | Closure + 6 years                        | Review  | Offer to the Archives  |

<sup>3</sup> From January 1<sup>st</sup> 2005 subject access is permitted into unstructured filing systems and log books and other records created within the school containing details about the activities of individual pupils and members of staff will become subject to the Data Protection Act 1998.

| <b><u>Pupils</u></b>   |                         |                             |   |  |                          |
|--|-------------------------|-----------------------------|---|--|--------------------------|
| <b>Basic file description</b>  | <b>Data Prot Issues</b> | <b>Statutory Provisions</b> | <b>Retention Period [operational]</b>                             | <b>Action at the end of the administrative life of the record</b>  |                          |
| Admission Registers  | Yes                     |                             | Date of last entry in the book (or file) + 6 years                | Retain in the school for 6 years from the date of the last entry.  | Transfer to the Archives |
| Attendance registers   | Yes                     |                             | Date of register + 3 years  | DESTROY<br>[If these records are retained electronically any back up copies should be destroyed at the same time]  |                          |
| Pupil record cards   | Yes                     |                             |   |  |                          |
| <ul style="list-style-type: none"> <li>• <i>Primary</i></li> </ul>   |                         |                             | 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. In the case of exclusion it may be appropriate to transfer the record to the Behaviour Service    |                          |
| <ul style="list-style-type: none"> <li>• <i>Secondary</i></li> </ul> |                         |                             | DOB of the pupil + 25 years <sup>4</sup>                          | SHRED  |                          |
| Pupil files  | Yes                     |                             |   |  |                          |
| <ul style="list-style-type: none"> <li>• <i>Primary</i></li> </ul>   |                         |                             | 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.<br>In the case of exclusion it may be appropriate to transfer the record to the Behaviour Service |                          |
| <ul style="list-style-type: none"> <li>• <i>Secondary</i></li> </ul> |                         |                             | DOB of the pupil + 25 years <sup>5</sup>                          | SHRED  |                          |

<sup>4</sup> In the case of exclusion it may be appropriate to transfer the record to the Behaviour Service

<sup>5</sup> As above

| <b><u>Pupils</u></b>  |                         |   |   |  |   |
|---|-------------------------|---|---|--|---|
| <b>Basic file description</b>   | <b>Data Prot Issues</b> | <b>Statutory Provisions</b>                                 | <b>Retention Period [operational]</b>   | <b>Action at the end of the administrative life of the record</b>                      |   |
| Special Educational Needs files, reviews and Individual Education Plans                 | Yes                     |   | DOB of the pupil + 25 year <sup>6</sup> | SHRED  |   |
| Letters authorising absence   | No                      |   | Date of absence + 2 years               | SHRED  |   |
| Absence books   |                         |   | Current year + 6 years                  | SHRED  |   |
| Examination results   | Yes                     |   |   |  |   |
| <ul style="list-style-type: none"> <li>• <i>Public</i></li> </ul>                       | No                      |   | Year of examinations + 6 years          | DESTROY  | Any certificates left unclaimed should be returned to the appropriate Examination Board |
| <ul style="list-style-type: none"> <li>• <i>Internal examination results</i></li> </ul> | Yes                     |   | Current year + 5 years <sup>7</sup>     | DESTROY  |   |
| 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 allocate a further retention period or DESTROY |   |
| Statement maintained under The Education Act 1996 - Section 324                         | Yes                     | Special Educational Needs and Disability Act 2001 Section 1 | DOB + 30 years                          | DESTROY unless legal action is pending   |   |
| Proposed statement or amended statement   | Yes                     | Special Educational Needs and Disability Act 2001 Section 1 | DOB + 30 years                          | DESTROY 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                      | DESTROY unless legal action is pending   |   |

<sup>6</sup> As above

<sup>7</sup> 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.

| <b><u>Pupils</u></b>          |                         |  |                                       |   |  |
|-------------------------------|-------------------------|--|---------------------------------------|---|--|
| <b>Basic file description</b> | <b>Data Prot Issues</b> | <b>Statutory Provisions</b>                                  | <b>Retention Period [operational]</b> | <b>Action at the end of the administrative life of the record</b> |  |
| Accessibility Strategy        | Yes                     | Special Educational Needs and Disability Act 2001 Section 14 | Closure + 12 years                    | DESTROY unless legal action is pending                            |  |
| Children SEN Files            | Yes                     |  | Closure + 35 years                    | DESTROY unless legal action is pending                            |  |

| <b>Curriculum</b>             |                         |                             |                                       |  |  |
|-------------------------------|-------------------------|-----------------------------|---------------------------------------|--|--|
| <b>Basic file description</b> | <b>Data Prot Issues</b> | <b>Statutory Provisions</b> | <b>Retention Period [operational]</b> | <b>Action at the end of the administrative life of the record</b>  |  |
| Curriculum development        | No                      |                             | Current year + 6 years                | DESTROY  |  |
| Curriculum returns            | No                      |                             | Current year + 3 years                | DESTROY  |  |
| School syllabus               | 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 DESTROY |  |
| 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 DESTROY |  |
| Timetable                     | 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 DESTROY |  |
| Class record books            | 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 DESTROY |  |

| <b>Curriculum</b>             |                         |                             |                                       |  |  |
|-------------------------------|-------------------------|-----------------------------|---------------------------------------|--|--|
| <b>Basic file description</b> | <b>Data Prot Issues</b> | <b>Statutory Provisions</b> | <b>Retention Period [operational]</b> | <b>Action at the end of the administrative life of the record</b>  |  |
| Mark Books                    | 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 DESTROY |  |
| Record of homework set        | 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 DESTROY |  |
| Pupils' 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 DESTROY |  |
| Examination results           | Yes                     |                             | Current year + 6 years                | DESTROY<br>[These records should be shredded]  |  |
| SATS records                  | Yes                     |                             | Current year + 6 years                | DESTROY<br>[These records should be shredded]  |  |
| PANDA reports                 | Yes                     |                             | Current year + 6 years                | DESTROY<br>[These records should be shredded]  |  |
| Value added records           | Yes                     |                             | Current year + 6 years                | DESTROY<br>[These records should be shredded]  |  |

| <b><u>Personnel</u></b>       |                         |                             |                                       |   |  |
|-------------------------------|-------------------------|-----------------------------|---------------------------------------|---|--|
| <b>Basic file description</b> | <b>Data Prot Issues</b> | <b>Statutory Provisions</b> | <b>Retention Period [operational]</b> | <b>Action at the end of the administrative life of the record</b> |  |
| Timesheets, sick pay          | Yes                     | Financial Regulations       | Current year + 6 years                | SHRED   |  |
| Staff Personal files          | Yes                     |                             | Termination + 7 years                 | SHRED   |  |



| <b>Personnel</b>  |                         |                             |   |   |  |
|---|-------------------------|-----------------------------|---|---|--|
| <b>Basic file description</b>   | <b>Data Prot Issues</b> | <b>Statutory Provisions</b> | <b>Retention Period [operational]</b>             | <b>Action at the end of the administrative life of the record</b>               |  |
| Interview notes and recruitment records   | Yes                     |                             | Date of interview + 6 months                      | SHRED   |  |
| Pre-employment vetting information (including unsuccessful CRB checks)  | No                      | CRB guidelines              | Date of check + 6 months                          | SHRED [by the designates member of staff]                                       | This information should be placed on the personnel file if the applicant is successful and managed according to the guidelines |
| Disciplinary proceedings for all matters <b>except</b> those relating to child protection issues (see 6.1 above): | Yes                     |                             |   |   |  |
| • <i>Oral warning</i>   |                         |                             | Date of warning + 6 months                        | SHRED<br>If this is placed on a personal file, it must be weeded from the file. |  |
| • <i>written warning – level one</i>  |                         |                             | Date of warning + 6 months                        | SHRED<br>If this is placed on a personal file, it must be weeded from the file. |  |
| • <i>written warning – level two</i>  |                         |                             | Date of warning + 12 months                       | SHRED<br>If this is placed on a personal file, it must be weeded from the file. |  |
| • <i>final warning</i>  |                         |                             | Date of warning + 18 months                       | SHRED<br>If this is placed on a personal file, it must be weeded from the file. |  |
| • <i>case not found</i> (except child protection allegations see section 6.1 above)                               |                         |                             | DESTROY immediately at the conclusion of the case |   |  |

| <b>Personnel</b>   |                         |   |                                       |  |       |
|--|-------------------------|---|---------------------------------------|--|-------|
| <b>Basic file description</b>  | <b>Data Prot Issues</b> | <b>Statutory Provisions</b>   | <b>Retention Period [operational]</b> | <b>Action at the end of the administrative life of the record</b>  |       |
| Records relating to accident/injury at work  | Yes                     |   | Date of incident + 12 years           | Review at the end of this period. In the case of serious accidents a further retention period will need to be applied              |       |
| Annual appraisal/assessment records  | No                      |   | Current year + 5 years                | SHRED  |       |
| Salary cards   | Yes                     |   | Last date of employment + 6 years     | The information should be transferred to the superannuation department at the appropriate time who will maintain the master record | SHRED |
| Maternity pay records  | Yes                     | Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960), revised 1999 (SI 1999/567) | Current year, +3yrs                   | SHRED  |       |
| Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995 | Yes                     |   | Last payment + 6 years                | SHRED  |       |

| <b>Health and Safety</b>      |                         |                             |                                       |   |  |
|-------------------------------|-------------------------|-----------------------------|---------------------------------------|---|--|
| <b>Basic file description</b> | <b>Data Prot Issues</b> | <b>Statutory Provisions</b> | <b>Retention Period [operational]</b> | <b>Action at the end of the administrative life of the record</b> |  |

| <b>Health and Safety</b>   |                         |  |   |  |  |
|--|-------------------------|--|---|--|--|
| <b>Basic file description</b>  | <b>Data Prot Issues</b> | <b>Statutory Provisions</b>  | <b>Retention Period [operational]</b>     | <b>Action at the end of the administrative life of the record</b>          |  |
| Accessibility Plans  |                         | Disability Discrimination Act  | Current year + 6 years                    | DESTROY  |  |
| Accident Reporting   |                         | Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980 |   |  |  |
| <ul style="list-style-type: none"> <li>• <i>Adults – Accident Book</i></li> </ul>    | Yes                     |  | Last entry in the accident book + 3 years | SHRED  |  |
| <ul style="list-style-type: none"> <li>• <i>Adults – Internal Reports</i></li> </ul> | Yes                     |  | Current year + 3 years                    | SHRED  |  |
| <ul style="list-style-type: none"> <li>• <i>Children</i></li> </ul>                  | Yes                     |  | DOB + 25 years <sup>8</sup>               | SHRED  |  |
| COSHH  |                         |  | Current year + 10 years                   | Review [where appropriate an additional retention period may be allocated] |  |
| Incident reports   | Yes                     |  | Current year + 20 years                   | SHRED  |  |
| Policy Statements  |                         |  | Date of expiry + 1 year                   | DESTROY  |  |
| Risk Assessments   |                         |  | Date assessment superseded + 3 years      | DESTROY  |  |

<sup>8</sup> A child may make a claim for negligence for 7 years from their 18<sup>th</sup> birthday. To ensure that all records are kept until the pupil reaches the age of 25 this retention period has been applied.

| <b>Health and Safety</b>  |                         |                             |                                       |   |  |
|---|-------------------------|-----------------------------|---------------------------------------|---|--|
| <b>Basic file description</b>   | <b>Data Prot Issues</b> | <b>Statutory Provisions</b> | <b>Retention Period [operational]</b> | <b>Action at the end of the administrative life of the record</b> |  |
| Process of monitoring of areas where employees and persons are likely to have come in contact with <b>asbestos</b>  |                         |                             | Last action + 40 years                | DESTROY   |  |
| Process of monitoring of areas where employees and persons are likely to have come in contact with <b>radiation</b> |                         |                             | Last action + 50 years                | DESTROY   |  |
| Fire Precautions log books  |                         |                             | Current year + 6 years                | DESTROY   |  |

| <b><u>Administrative</u></b>           |                         |                             |  |   |  |
|--|-------------------------|-----------------------------|--|---|--|
| <b>Basic file description</b>          | <b>Data Prot Issues</b> | <b>Statutory Provisions</b> | <b>Retention Period [operational]</b>                        | <b>Action at the end of the administrative life of the record</b> |  |
| Employer's Liability certificate       |                         |                             | Permanent whilst the school is open                          | Retain for 40 years after school has closed                       |  |
| Inventories of equipment and furniture |                         |                             | Disposal of last item + 6 years or date superseded + 6 years | DESTROY   |  |
| General file series                    |                         |                             | Current year + 5 years                                       | Review to see whether a further retention period is required      | Transfer to Archives<br>[The appropriate archivist will then take a sample for permanent preservation] |
| School brochure/prospectus             |                         |                             | Current year + 3 years                                       |   | Transfer to Archives<br>[The appropriate archivist will then take a sample for permanent preservation] |
| Circulars (staff/parents/pupils)       |                         |                             | Current year + 1 year  | DESTROY   |  |
| Newsletters, ephemera                  |                         |                             | Current year + 1 year  | Review to see whether a further retention period is required      | Transfer to Archives<br>[The appropriate archivist will then take a sample for permanent preservation] |
| Visitors' book                         |                         |                             | Current year + 2 years                                       | Review to see whether a further retention period is required      | Transfer to Archives<br>[The appropriate archivist will then take a sample for permanent preservation] |
| PTA/Old Pupils' Associations           |                         |                             | Current year + 6 years                                       | Review to see whether a further retention period is required      | Transfer to Archives<br>[The appropriate archivist will then take a sample for permanent preservation] |

| <b>Finance</b>   |                         |                             |   |   |   |
|--|-------------------------|-----------------------------|---|---|---|
| <b>Basic file description</b>  | <b>Data Prot Issues</b> | <b>Statutory Provisions</b> | <b>Retention Period [operational]</b>   | <b>Action at the end of the administrative life of the record</b> |   |
| Annual Accounts  |                         | Financial Regulations       | Current year + 6 years                  |   | Offer to the Archives   |
| Loans and grants   |                         | Financial Regulations       | Date of last payment on loan + 12 years | Review to see whether a further retention period is required      | Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation] |
| Contracts  |                         |                             |   |   |   |
| • under seal   |                         |                             | Contract completion date + 12 years     | SHRED   |   |
| • under signature  |                         |                             | Contract completion date + 6 years      | SHRED   |   |
| • monitoring records   |                         |                             | Current year + 2 years                  | SHRED   |   |
| Copy orders  |                         |                             | Current year + 2 years                  | SHRED   |   |
| Budget reports, budget monitoring etc                                    |                         |                             | Current year + 3 years                  | SHRED   |   |
| Invoice, receipts and other records covered by the Financial Regulations |                         | Financial Regulations       | Current year + 6 years                  | SHRED   |   |
| Annual Budget and background papers                                      |                         |                             | Current year + 6 years                  | SHRED   |   |
| Order books and requisitions   |                         |                             | Current year + 6 years                  | SHRED   |   |
| Delivery Documentation   |                         |                             | Current year + 6 years                  | SHRED   |   |
| Debtors' Records   |                         | Limitation Act 1980         | Current year + 6 years                  | SHRED   |   |
| School Fund – Cheque books   |                         |                             | Current year + 3 years                  | SHRED   |   |
| School Fund – Paying in books  |                         |                             | Current year + 6 years                  | SHRED   |   |
| School Fund – Ledger   |                         |                             | Current year + 6 years                  | SHRED   |   |
| School Fund – Invoices   |                         |                             | Current year + 6 years                  | SHRED   |   |
| School Fund – Receipts   |                         |                             | Current year + 6 years                  | SHRED   |   |
| School Fund – Bank statements  |                         |                             | Current year + 6 years                  | SHRED   |   |
| School Fund – School Journey books                                       |                         |                             | Current year + 6 years                  | SHRED   |   |

| <b><u>Finance</u></b>                                    |                         |                             |                                       |   |  |
|--|-------------------------|-----------------------------|---------------------------------------|---|--|
| <b>Basic file description</b>                            | <b>Data Prot Issues</b> | <b>Statutory Provisions</b> | <b>Retention Period [operational]</b> | <b>Action at the end of the administrative life of the record</b> |  |
| Applications for free school meals, travel, uniforms etc |                         |                             | Whilst child at school                | SHRED   |  |
| Student grant applications                               |                         |                             | Current year + 3 years                | SHRED   |  |
| Free school meals registers                              | Yes                     | Financial Regulations       | Current year + 6 years                | SHRED   |  |
| Petty cash books   |                         | Financial Regulations       | Current year + 6 years                | SHRED   |  |

| <b><u>Property</u></b>                     |                         |                             |                                       |   |                   |
|--|-------------------------|-----------------------------|---------------------------------------|---|-------------------|
| <b>Basic file description</b>              | <b>Data Prot Issues</b> | <b>Statutory Provisions</b> | <b>Retention Period [operational]</b> | <b>Action at the end of the administrative life of the record</b> |                   |
| Title Deeds                                |                         |                             | Permanent                             | These should follow the property                                  | Offer to Archives |
| Plans                                      |                         |                             | Permanent                             | Retain until superseded then offer to archives before destruction | Offer to Archives |
| Maintenance and contractors                |                         | Financial Regulations       | Current year + 6 years                | DESTROY   |                   |
| Leases                                     |                         |                             | Expiry of lease + 6 years             | DESTROY   |                   |
| Lettings                                   |                         |                             | Current year + 3 years                | DESTROY   |                   |
| Burglary, theft and vandalism report forms |                         |                             | Current year + 6 years                | SHRED   |                   |
| Maintenance log books                      |                         |                             | Last entry + 10 years                 | DESTROY   |                   |
| Contractors' Reports                       |                         |                             | Current year + 6 years                | DESTROY   |                   |

**LEA**

| <b>Basic file description</b>       | <b>Data Prot Issues</b> | <b>Statutory Provisions</b> | <b>Retention Period [operational]</b> | <b>Action at the end of the administrative life of the record</b> |  |
|-------------------------------------|-------------------------|-----------------------------|---------------------------------------|---|--|
| Secondary transfer sheets (Primary) | Yes                     |                             | Current year + 2 years                | SHRED   |  |
| Attendance returns                  | Yes                     |                             | Current year + 1 year                 | DESTROY   |  |
| Circulars from LEA                  |                         |                             | Whilst operationally required         | Review to see whether a further retention period is required      | Transfer to Archives<br>[The appropriate archivist will then take a sample for permanent preservation] |

| <b><u>DfES</u></b>            |                         |                             |  |   |  |
|-------------------------------|-------------------------|-----------------------------|--|---|--|
| <b>Basic file description</b> | <b>Data Prot Issues</b> | <b>Statutory Provisions</b> | <b>Retention Period [operational]</b>                | <b>Action at the end of the administrative life of the record</b> |  |
| HMI reports                   |                         |                             | These do not need to be kept any longer              |   | Transfer to Archives<br>[The appropriate archivist will then take a sample for permanent preservation] |
| OFSTED reports and papers     |                         |                             | Replace former report with any new inspection report | Review to see whether a further retention period is required      | Transfer to Archives<br>[The appropriate archivist will then take a sample for permanent preservation] |
| Returns                       |                         |                             | Current year + 6 years                               | DESTROY   |  |
| Circulars from DfES           |                         |                             | Whilst operationally required                        | Review to see whether a further retention period is required      | Transfer to Archives<br>[The appropriate archivist will then take a sample for permanent preservation] |



| <b>Connexions</b>             |                         |                             |                                       |   |  |
|-------------------------------|-------------------------|-----------------------------|---------------------------------------|---|--|
| <b>Basic file description</b> | <b>Data Prot Issues</b> | <b>Statutory Provisions</b> | <b>Retention Period [operational]</b> | <b>Action at the end of the administrative life of the record</b> |  |
| Service level agreements      |                         |                             | Until superseded                      | SHRED   |  |
| Work Experience agreement     |                         |                             | DOB of child + 18 years               | SHRED   |  |

| <b>School Meals</b>           |                         |                             |                                       |   |  |
|-------------------------------|-------------------------|-----------------------------|---------------------------------------|---|--|
| <b>Basic file description</b> | <b>Data Prot Issues</b> | <b>Statutory Provisions</b> | <b>Retention Period [operational]</b> | <b>Action at the end of the administrative life of the record</b> |  |
| Dinner Register               |                         |                             | Current year + 3 years                | SHRED   |  |
| School Meals Summary Sheets   |                         |                             | Current year + 3 years                | SHRED   |  |