



Data Retention Policy

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1. Scope

Friars aims to ensure that all personal data collected about staff, children, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the [General Data Protection Regulation \(GDPR\)](#) and the provisions of the Data Protection Act 2018 (DPA 2018). Article 5 of the GDPR states that personal data must be kept for no longer than is necessary for the purposes for which the data was processed.

This data retention policy applies to **all** records created, received or maintained by staff of Friars in the course of carrying out its functions.

Records are defined as all those documents which facilitate the business carried out by the Friars 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 electronically.

2. Responsibilities

Friars 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 Head.

The Administration Officer has primary and day-to-day responsibility for implementing this policy.

The SBM – following guidance from the schools Data Protection Officer, will give guidance for 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.

Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with these guidelines.

3. Relationships with existing policies

This policy has been drawn up within the context of:

- Freedom of Information charging scheme
- Data Protection policy
- Other legislation or regulations (including audit, equal opportunities and ethics) affecting the school and its records.

4. Pupil records

The pupil record should accompany the pupil to every school they attend and should contain information that is accurate, objective and easy to access. The school which the pupil attended until statutory school leaving age is responsible for retaining the pupil record until the pupil reaches the age of 25 years.

Under GDPR and the Data Protection Act 2018 a pupil or their nominated representative has a right to see information held about them. This right exists until the point that the file is destroyed in accordance with Friars retention policy. Therefore, it is important to remember that all information should be accurately recorded, objective in nature and expressed in a professional manner.

Contents of each pupil file

- The name of the pupil's doctor
- Emergency contact details
- Gender
- Preferred name
- Position in family
- Ethnic origin
- Language of home (if other than English)
- Religion
- Any allergies or other medical conditions that it is important to be aware of
- Names of adults who hold parental responsibility with home address and telephone number (and any additional relevant carers and their relationship to the child)
- Admission number and the date of admission and the date of leaving
- Any agency involvement e.g. speech and language therapist, paediatrician
- If the pupil has attended an early years setting, then the record of transfer should be included on the pupil file
- Admission form
- Digital media consents
- General trip permissions
- Years Record
- Annual Written Report to Parents
- National Curriculum and Religious Education Locally Agreed Syllabus Record Sheets
- Any information relating to a major incident involving the child (either an accident or other incident)
- Any reports written about the child
- Any information about a statement and support offered in relation to the statement
- Any relevant medical information
- Any information relating to exclusions (fixed or permanent)
- Any correspondence with parents or outside agencies relating to major issues
- Details of any complaints made by the parents or the pupil

Information stored separately to main pupil file

The following records should be stored separately to the pupil record as they are subject to shorter retention periods.

- Absence notes
- Parental consent forms for specific trips/outings. In the event of a major incident all parental consent forms should be retained with the incident report
- Correspondence with parents about minor issues
- Accident forms (these should be stored separately and retained on the school premises until their statutory retention period is reached. A copy could be placed on the pupil file in the event of a major incident)

Storage of pupil records

Pupil records should be kept securely at all times. Paper records should be kept in lockable storage areas with restricted access, and the contents should be secure within the file. Equally,

electronic records should have appropriate security.

Access arrangements for pupil records should ensure that confidentiality is maintained whilst equally enabling information to be shared lawfully and appropriately, and to be accessible for those authorised to see it.

Transferring the pupil record to another school

Primary schools do not need to keep copies of the pupil record except if there is an ongoing legal action when the pupil leaves the school. Custody of, and responsibility for, the records passes to the school the pupil transfers to.

The pupil record should be reviewed before transfer to another school to ensure that only relevant information is sent. The following information would be considered relevant and should be transferred:

- Information regarding academic performance
- Child protection concerns (separate file, per previous guidance)

The following information is not relevant and should not be transferred:

- Medical information
- Admissions booklet
- Digital media consents
- General trip permissions

Files should not be sent by post unless absolutely necessary. If files are sent by post, they should be sent by “signed for” post with receipt monitored and recorded. The receiving school should also confirm that they have received the file. Electronic documents that relate to the pupil file also should be transferred in a Common Transfer File (CTF).

If the school is not aware where the child is transferring to, or the child is classed as Child Missing in Education (CME), records should be maintained in school until the child reaches the age of 25 and destroyed at that point in time.

Transfer of a pupil record outside the EU area

If you are requested to transfer a pupil file outside the EU area because a pupil has moved out of that area, please contact the Data Protection Officer for further advice.

Retention of Information

The pupil record should be disposed of in accordance with the safe disposal of records guidelines (see following section)

Child Protection files

Child protection files are maintained separately to the main pupil file. An indicator should be placed in the main pupil file to indicate that there is a secondary file held under the management of the Designated Safeguarding Lead.

The child protection file should include all child protection concerns, including any that were not referred to the local authority (LA). Information about unsubstantiated concerns, or those that did

not require further action, could be kept on the child protection file in a sealed envelope. You should clearly mark this to indicate that it must only be opened in the event of another child protection incident occurring.

When the pupil moves school, you should include information about concerns that didn't result in further action as part of the transferred child protection file. This is because such information could be useful to a future investigation if another incident occurs.

Copies of Child Protection files should be maintained at the school until such time as the child turns 25. The master child protection file should be transferred to the new school separately from the main pupil file. It should be transferred securely and proof of receipt, including signature, should be obtained from the receiving school for tracking and audit purposes.

Looked After Children files

Records for looked after children (LAC) should be kept separate to safeguarding records, but with the same degree of confidentiality.

5. Staff records

There are a number of items that must be held on a staff member's file that are required by statute. These items can be held in hard copy or electronically.

Contents of each file

Statutory documentation

1. Tax and national insurance details
2. Records of individual hours worked
3. Holidays taken
4. Pay arrangements for employees
5. Paid sickness (if more than 4 days) and details of any statutory sick pay
6. Accidents, injuries, diseases and dangerous occurrences

Other requirements

- Application form
- References x 2
- DBS disclosure clearance
- Job description
- HMRC starter form
- Acceptance confirmation from new employee
- Personal details
- Signed contract
- Teacher Number certificate (if applicable)
- Qualifications certificate (if applicable)
- Claimed on DfE website (Teachers only)
- Leave of absence requests
- Sickness certificates
- Salary certificates
- Risk assessments (if applicable)
- Occupational health reports (if applicable)

- Successful internal job applications
- Pension opt out
- Maternity B1 form
- Training certificates
- Information from any procedures: disciplinary, absence, capabilities (these items should be sealed and placed on file)

Items kept separately

- Emergency contact details (folder in staff office)

Pre-employment checks

Friars is required to carry out checks to confirm the potential staff member's right to work in the UK. The documentation required is set out in Home Office guidance.

This information must be kept on file for the full period of employment plus two years after termination. Once the staff member leaves, this documentation should be removed from the staff file and placed in a separate file with the date of destruction marked on it.

DBS certificates and proof of address should not be retained once note has been made of the relevant details.

Retention of information

Staff records should be kept for 6 years following end of employment, longer if staff member was involved in any staff protection issues.

6. Emails

This section should be used in conjunction with the e-Safety policy and acceptable use agreement.

Information security should be considered when sending personal information by e-mail. Confidential or sensitive information should only be sent by a secure encrypted e-mail system. Never put personal information (such as a pupil's name) in the subject line of an e-mail.

All school e-mail is disclosable under Freedom of Information and Data Protection legislation. Be aware that anything you write in an email could potentially be made public.

E-mails can remain in a system for a period of time after you have deleted them. You must remember that although you may have deleted your copy of the e-mail, the recipients may not and therefore there will still be copies in existence. These copies could be disclosable under the Freedom of Information Act 2000 or under the Data Protection Act 2018.

All attachments in e-mail should be saved into any appropriate electronic filing system. Only print the attachments if it is necessary and ensure that you treat it with as much care as you would the electronic file.

Retention of emails

Friars has set a retention period of 2 years for email on the school email system. Emails older than this will be automatically deleted so it is important to file any relevant emails in the assigned files.

7. Safe disposal of records which have reached the end of their administrative life

In Friars, those responsible for records management must ensure that records that are no longer required for business use are reviewed as soon as possible under the criteria set out so that only the appropriate records are destroyed.

Hard copy files will be securely shredded. Where hard copy records are required to be maintained for a long period of time, for example safeguarding files, consideration should be given to scanning and securely saving the entire file, bearing in mind the requirement to ensure that the records remain legally admissible.

The School maintains a database of records which have been destroyed and who authorised their destruction. When destroying documents, the appropriate staff member should record in this list at least:-

- File reference (or other unique identifier);
- File title/description;
- Number of files; and
- Name of the authorising officer.

8. Retention Schedule

The purpose of the retention guidelines

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. The retention schedule lays down the basis for normal processing under both the Data Protection Act 2018 and the Freedom of Information Act 2000.

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 record series regardless of the media in which they are stored.

Managing records against the retention schedule is deemed to be “normal processing” under the Data Protection Act 2018 and the Freedom of Information Act 2000. Members of staff should be aware that once a Freedom of Information request is received or a legal hold imposed then records disposal relating to the request or legal hold must be stopped.

	Basic File Description	Data Protection Issues	Statutory Provision	Retention period (operational)	Action at the end of the administrative life of the record
1.0	Management of the School				
1.1	Governing Body				
1.1.1	Minutes of Governing Body meetings (signed)	Potentially if dealing with confidential issues to do with staff or children		PERMANENT	
1.1.2	Reports presented to the Governing Body	Potentially if dealing with confidential issues to do with staff or children		PERMANENT	
1.1.3	Instruments of Government including Articles of Association	No		PERMANENT	
1.1.4	Trusts and Endowments managed by the Governing Body	No		PERMANENT	
1.1.5	Action plans created and administered by the Governing Body	No		Life of the action plan + 3 years	SECURE DISPOSAL
1.1.6	Policy documents created and administered by the Governing Body	No		Life of the policy + 3 years	SECURE DISPOSAL
1.1.7	Records relating to complaints dealt with by the Governing Body	Yes		Resolution of the complaint + 6 years Review for further retention in case of contentious disputes	SECURE DISPOSAL

1.1.8	Proposals concerning the change in status of a maintained school	No		Date proposal accepted or declined + 3 years	SECURE DISPOSAL
1.2	Head Teacher and Senior Management Team				
1.2.1	Log books of activity in the school maintained by the Head Teacher	Potentially if the log book refers to staff or children		Date of last entry in the book + a minimum of 6 years	These could be offered to County Services Archive if appropriate
1.2.2	Minutes of Senior Management Team meetings	Potentially if the minutes refer to staff or children		Date of the meeting + 3 years	SECURE DISPOSAL
1.2.3	Reports created by the Head Teacher or the Management Team	Potentially if the reports refer to staff or children		Date of the report + 3 years	SECURE DISPOSAL
1.2.4	Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	Potentially if refers to staff or children		Current academic year + 6 years	SECURE DISPOSAL
1.2.5	Correspondence created by staff with admin responsibilities	Potentially if refers to staff or children		Date of correspondence + 3 years	SECURE DISPOSAL
1.2.6	Professional Development Plans	Yes		Life of the plan + 6 years	SECURE DISPOSAL
1.2.7	School Development Plans	No		Life of the plan + 3 years	SECURE DISPOSAL
1.3	Admissions Processes				
1.3.1	All records relating to the creation and implementation of the School Admissions' Policy	No	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators	Life of the policy + 3 years	SECURE DISPOSAL

			and admission appeals panels December 2014		
1.3.2	Admissions Successful Unsuccessful	Yes	As in point 1.3.1	Date of admission + 1 year Resolution of case + 1 year	SECURE DISPOSAL
1.3.3	Register of Admissions	Yes	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014	Date of entry + 3 years	SECURE DISPOSAL
1.3.4	Supplementary Information form Successful Unsuccessful	Yes		This information should be added to the pupil file Until appeals process completed	SECURE DISPOSAL SECURE DISPOSAL
1.4	Operational administration				
1.4.1	Records relating to the creation and publication of the school brochure or prospectus	No		Current year + 3 years	STANDARD DISPOSAL
1.4.2	Records relating to the creation and distribution of circulars to staff, parents or pupils	No		Current year + 1 year	STANDARD DISPOSAL
1.4.3	Newsletters and other items with a short operational use	No		Current year + 1 year	STANDARD DISPOSAL
1.4.4	Visitors' Books and Signing in Sheets	Yes		Current year + 6 years	SECURE DISPOSAL

	Basic File Description	Data Protection Issues	Statutory Provision	Retention period (operational)	Action at the end of the administrative life of the record
2.0	Human Resources				
2.1	Recruitment				
2.1.1	All records leading up to the appointment of a new Head of School	Yes		Date of appointment + 6 years	SECURE DISPOSAL
2.1.2	All records leading up to the appointment of a new member of staff – unsuccessful candidates	Yes		Date of appointment of successful candidate + 6 months	SECURE DISPOSAL
2.1.3	All records leading up to the appointment of a new member of staff – successful candidate	Yes		All the relevant information should be added to the staff file	SECURE DISPOSAL
2.1.4	Pre-employment vetting information – DBS Checks	Yes	DBS Update Service Employer Guide June 2014: Keeping children safe in education – latest guidance (Statutory Guidance from Dept. of Education)	DBS number to be retained in the staff file	SECURE DISPOSAL
2.1.5	Pre-employment vetting information – Evidence proving the right to work in the United Kingdom4	Yes	An employer’s guide to right to work checks [Home Office guidance]	Documents to be kept on staff file. Documents to be removed from staff and placed in a separate file until leaving date + 2 years is reached	SECURE DISPOSAL
2.2	Operational Staff Management				
2.2.1	Staff File	Yes	Limitation Act 1980 (Section 2)	Termination of Employment + 6 years	SECURE DISPOSAL
2.2.2	Timesheets	Yes		Current year + 6 years	SECURE DISPOSAL

2.2.3	Annual appraisal/ assessment records	Yes		Current year + 5 years	SECURE DISPOSAL
2.3	Management of Disciplinary and grievance processes				
2.3.1	Allegation of a child protection nature against a member of staff including where the allegation is unfounded	Yes	“Keeping children safe in education Statutory guidance for schools and colleges”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children”	Until the person’s normal retirement age or 10 years from the date of the allegation whichever is the longer then REVIEW. Note allegations that are found to be malicious should be removed from personnel files. If found they are to be kept on the file and a copy provided to the person concerned	SECURE DISPOSAL
2.3.2	Disciplinary Proceedings 1. oral warning 2. written warning – level 1 3. written warning – level 2 4. final warning	Yes		1. Date + 6 months 2. Date + 6 months 3. Date + 12 months 4. Date + 18 months	SECURE DISPOSAL
2.4	Health and Safety				
2.4.1	Health and Safety Policy Statements	No		Life of policy + 3 years	SECURE DISPOSAL
2.4.2	Health and Safety Risk Assessments	No		Life of risk assessment + 3 years	SECURE DISPOSAL
2.4.3	Records relating to accident/injury at work	Yes		Date of incident + 12 years	SECURE DISPOSAL
2.4.4	Accident Reporting Adults Children	Yes	Social Security (Claims and Payments) Regulations	Date of the incident + 6 years DOB of the child + 25 years	SECURE DISPOSAL

			1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980		
2.4.5	Control of Substances Hazardous to Health (COSHH)	No	Control of Substances Hazardous to Health Regulations 2002. SI 2002 No 2677 Regulation	Current year + 40 years	SECURE DISPOSAL
2.4.6	Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos	No	Control of Asbestos at Work Regulations 2012 SI	Last action + 40 years	SECURE DISPOSAL
2.4.7	Process of monitoring of areas where employees and persons are likely to have become in contact with radiation	No		Last action + 50 years	SECURE DISPOSAL
2.4.8	Fire Precautions log books	No		Current year + 6 years	SECURE DISPOSAL
2.5	Payroll and pensions				
2.5.1	Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)	Current year + 3 years	SECURE DISPOSAL
2.5.2	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes		Current year + 6 years	SECURE DISPOSAL

	Basic File Description	Data Protection Issues	Statutory Provision	Retention period (operational)	Action at the end of the administrative life of the record
3.	Financial Management of the school				
3.1	Risk management and Insurance				
3.1.1	Employer's Liability Insurance Certificate	No		Closure of the school + 40 years	SECURE DISPOSAL
3.2	Asset Management				
3.2.1	Inventories of furniture and equipment	No		Current year + 6 years	SECURE DISPOSAL
3.2.2	Burglary, theft and vandalism report forms	No		Current year + 6 years	SECURE DISPOSAL
3.3	Accounts and statements				
3.3.1	Annual Accounts	No		Current year + 6 years	STANDARD DISPOSAL
3.3.2	Loans and grants managed by the school	No		Date of last payment on the loan + 12 years	SECURE DISPOSAL
3.3.3	Student Grant applications	Yes		Current year + 3 years	SECURE DISPOSAL
3.3.4	All records relating to the creation and management of budgets including the Annual Budget statement and background papers	No		Life of the budget + 3 years	SECURE DISPOSAL
3.3.5	Invoices, receipts, order books and requisitions, delivery notices	No		Current financial year + 6 years	SECURE DISPOSAL

3.3.6	Records relating to the collection and banking of monies	No		Current financial year + 6 years	SECURE DISPOSAL
3.3.7	Records relating to the identification and collection of debt	No		Current financial year + 6 years	SECURE DISPOSAL
3.4	Contracts Management				
3.4.1	All records relating to the management of contracts under seal	No	Limitation Act 1980	Last payment on the contract + 12 years	SECURE DISPOSAL
3.4.2	All records relating to the management of contracts under signature	No	Limitation Act 1980	Last payment on the contract + 6 years	SECURE DISPOSAL
3.4.3	Records relating to the monitoring of contracts	No		Current year + 2 years	SECURE DISPOSAL
3.5	School Fund				
3.5.1	School Fund - Cheque books, Paying in books, Ledger, Invoices, Receipts, Bank statements, Journey Books	No		Current year + 6 years	SECURE DISPOSAL
3.6	School meals information				
3.6.1	Free School Meals Registers	Yes		Current year + 6 years	SECURE DISPOSAL
3.6.2	School Meals Registers	Yes		Current year + 3 years	SECURE DISPOSAL
3.6.3	School Meals Summary Sheets	Yes		Current year + 3 years	SECURE DISPOSAL

	Basic File Description	Data Protection Issues	Statutory Provision	Retention period (operational)	Action at the end of the administrative life of the record
4.0	Property management				
4.1	Property Management				
4.1.1	Title deeds of properties belonging to the school	No		PERMANENT	
4.1.2	Plans of property belong to the school	No			
4.1.3	Leases of property leased by or to the school	No		Expiry of lease + 6 years	SECURE DISPOSAL
4.1.4	Records relating to the letting of school premises	No		Current financial year + 6 years	SECURE DISPOSAL
4.2	Maintenance				
4.2.1	All records relating to the maintenance of the school carried out by contractors	No		Current year + 6 years	SECURE DISPOSAL
4.2.2	All records relating to the maintenance of the school carried out by school employees including maintenance log books	No		Current year + 6 years	SECURE DISPOSAL
	Basic File Description	Data Protection Issues	Statutory Provision	Retention period (operational)	Action at the end of the administrative life of the record
5.0	Pupil Management				

5.1		Pupil's Educational record			
5.1.1	Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005	Yes	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437	Retain whilst the child remains at the primary school	<p>The file should follow the pupil when he/she leaves the primary school. This will include:</p> <ul style="list-style-type: none"> to another primary school to a secondary school to a pupil referral unit to an independent school <p>The file should be retained for the statutory retention period.</p> <ul style="list-style-type: none"> If the pupil dies whilst at primary school transfers to home schooling leaves the country Is classed as Child Missing in Education (CME)
5.1.2	Examination Results – Pupil Copies	Yes		This information should be added to the pupil file	All uncollected certificates should be returned to the examination board
5.1.3	Child Protection information held on pupil file	Yes	“Keeping children safe in education Statutory guidance for schools and colleges”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children”	If any records relating to child protection issues are placed on the pupil file, it should be in a sealed envelope and then retained for the same period of time as the pupil file.	SECURE DISPOSAL
5.1.4	Child protection information held in separate files	Yes	“Keeping children safe in education Statutory guidance for schools and Colleges”	Date of birth of the pupil + 25 years	SECURE DISPOSAL

			“Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children”		
5.2	Attendance				
5.2.1	Attendance Registers	Yes	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities	Every entry in the attendance register must be preserved for a period of three years after the date on which the entry was made	SECURE DISPOSAL
5.2.2	Correspondence relating to authorized absence	Yes	Education Act 1996 Section 7	Current academic year + 2 years	SECURE DISPOSAL
5.3	Special Educational Needs				
5.3.1	Special Educational Needs files, reviews and Individual Education Plans	Yes	Limitation Act 1980 (Section 2)	Date of birth of the pupil + 25 years	
5.3.2	Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement	Yes	Education Act 1996 & Special Educational Needs and Disability Act 2001 Section 1	Date of birth of the pupil + 25 years	SECURE DISPOSAL
5.3.3	Advice and information provided to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	Date of birth of the pupil + 25 years	SECURE DISPOSAL
5.3.4	Accessibility Strategy	Yes	As above, section 14	Date of birth of the pupil + 25 years	SECURE DISPOSAL

	Basic File Description	Data Protection Issues	Statutory Provision	Retention period (operational)	Action at the end of the administrative life of the record
6	Curriculum Management				
6.1	Statistics and management information				
6.1.1	Curriculum returns	No		Current year + 3 years	SECURE DISPOSAL
6.1.2	Examination Results SATS records Examination Papers	Yes		Anonymised results: Current year + 6 years Kept on pupil file and transferred The examination papers should be kept until any appeals/validation process is complete	SECURE DISPOSAL
6.1.3	Published Admission Number (PAN) Reports	Yes		Current year + 6 years	SECURE DISPOSAL
6.1.4	Value Added and Contextual Data	Yes		Current year + 6 years	SECURE DISPOSAL
6.1.5	Self-Evaluation Forms	Yes		Current year + 6 years	SECURE DISPOSAL
6.2	Implementation of Curriculum				
6.2.1	Schemes of Work	No		Current year + 1 year	SECURE DISPOSAL
6.2.2	Timetable	No		Current year + 1 year	SECURE DISPOSAL
6.2.3	Class Record Books	No		Current year + 1 year	SECURE DISPOSAL
6.2.4	Mark Books	No		Current year + 1 year	SECURE DISPOSAL
6.2.5	Record of homework set	No		Current year + 1 year	SECURE DISPOSAL
6.2.6	Pupils' Work			Given to pupil at the end of the academic year OR Current year + 1 year	

	Basic File Description	Data Protection Issues	Statutory Provision	Retention period (operational)	Action at the end of the administrative life of the record
7	Extra-curricular activities				
7.1	Educational visits outside the classroom				
7.1.1	Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Primary Schools	No	Outdoor Education Advisers' Panel National Guidance website	Date of visit + 14 years	SECURE DISPOSAL
7.1.2	Parental consent forms for school trips - no major incident	Yes		Conclusion of the trip	SECURE DISPOSAL
7.1.4	Parental permission slips for school trips – major incident	Yes	Limitation Act 1980 (Section 2)	DOB of the pupil involved in the incident + 25 years All pupils' admission slips to be retained	SECURE DISPOSAL
7.2	Family Liaison Officers and Home School Liaison Assistants				
7.2.1	Day Books	Yes		Current year + 2 years	
7.2.2	Reports for outside agencies - where the report has been included on the case file created by the outside agency	Yes		Whilst child is attending school and then destroy	
7.2.3	Referral forms	Yes		While the referral is current	
7.2.4	Contact data sheets	Yes		Current year then review, if contact is no longer active then destroy	
7.2.5	Contact database entries	Yes		Current year then review, if contact is no longer active then destroy	

7.2.6	Group Registers	Yes		Current year + 2 years	
	Basic File Description	Data Protection Issues	Statutory Provision	Retention period (operational)	Action at the end of the administrative life of the record
8.0	Central Government and Local Authority				
8.1	Local Authority				
8.1.1	Secondary Transfer Sheets (Primary)	Yes		Current year + 2 years	SECURE DISPOSAL
8.1.2	Attendance Returns	Yes		Current year + 1 year	SECURE DISPOSAL
8.1.3	School Census Returns	No		Current year + 5 years	SECURE DISPOSAL
8.2	Central Government				
8.2.1	OFSTED reports and papers	No		Life of the report then REVIEW	SECURE DISPOSAL
8.2.2	Returns made to central government	No		Current year + 6 years	SECURE DISPOSAL

Signed: _____ (Headteacher)

date: _____

Signed: _____ (Governing body representative)

date: _____

Review date: _____

Appendix 1: New Staff Appointment Checklist

Name			
Post			
Date of appointment			
Payscale/Point		AYR/TTO/TT+ FT/PT Hours/Week	FTE
Any allowances (£)		Basic starting salary: £	

Checks – Input date actioned/received and Initial

Letter of appointment sent out		Medical clearance sent	
Acceptance of role and conditions received		Medical clearance received	
DBS applied for		Entered on ScholarPack	
DBS clearance received		Reference 1 applied for	
Birth Certificate/Passport		Reference 1 received	
Personal Details Received		Reference 2 applied for	
Emergency contact sheet received		Reference 2 received	
Proof of Address		Letter of first day details sent out	
Equal Opportunities		Details entered on Single Central Register	
Qualifications		HMRC Checklist completed and signed	
Safeguarding Training		Starter form to payroll	
Teacher Number		Contract sent out	
Secure Access TN Checked		Contract returned signed	
Prohibition / Section 128 Checks			

Documents confirmed in personnel file – initial to confirm

Application form		Acceptance letter from new employee	
References x2		Personal Details	
DBS Disclosure clearance		Signed contract	
Copy of job description		Teacher Number Certificate (if applicable)	
HMRC Starter Forms		Qualifications copies (if applicable)	
Safe Working Practice Agreement		Claimed on DfE website (Teachers only)	

Overall file authorisation

File prepared by (Admin)			
Name		Date	
Signature		Position	

Appendix 2: New Pupil Hard Copy File Checklist

Pupil Name			
Start date and year			
Documentation			
Admission form		Allergy/medical form (if necessary)	
Digital Media consent form		Annual written reports	
General trip permission form			

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Appendix 3: School Physical Environment Guidelines

The school and its staff must be able to carry out their day to day functions without undue restrictions being placed on their ability to educate and safeguard its children.

This guide aims to provide helpful information about what is permitted and what is not in the physical environment within the Trust.

Classrooms

Birthday lists: These displays are fine to have, as long as they don't contain too much information. Therefore pictures OR names of children in the relevant month, without the date is acceptable. The full date of birth, plus the name and the picture of the child is not acceptable.

Coat/bag hooks: These are fine to be labelled with either name or a picture. Having both pieces of information is not necessary.

Children's Books: The cover should have first name & initial (if required), photograph for infant school only. No other information is allowed.

Dietary information: This information should not be displayed in the classroom; it should only be present in the classroom if the children are fed there and in that instance, should be located within the class file. The only health information that should be readily available in the classroom are the medical alerts.

Medical alerts: these can be displayed in the classroom; a location should be chosen where the information is not readily visible from the doorway of the classroom.

Photo displays within the school

Friars believes that photo displays around the school are part of the way that children are educated. Children enjoy seeing themselves in their class photographs, on notice boards with a displayed piece of work or even just to help them identify their coat hook or learning journeys.

The school property, while a public institution, is still an area where access is controlled for nearly 100% of the time. Therefore Friars is confident that the public duty legal basis to display these photos within the property is applicable. In spite of this, the information that is readily available on the school property is minimized to reduce risk to personal information.

Access to the school is increased during a few days of the year. This includes Parent Teacher Consultations and Open Evenings. On these days, adjustments need to be made to ensure that no-one is able to access information that they are not entitled to have.

Parent Teacher Consultations and Open Evenings

Medical alerts should be removed from the classroom, if the classroom is unsupervised. They may be left up, but covered over if a member of staff will be in the room for the duration of the time that parents and carers are in the school. If the parents are viewing the classroom during the normal learning day, placing the medical information in a location not readily visible from the doorway will be sufficient.

Children's books should remain with a member of staff at all times, unless they have been handed to the relevant parent/carer. They should not be available in the classroom, especially if the classroom is unsupervised.

Classroom files should remain with a member of staff at all times, unless they can be secured in a locked cabinet in the classroom.

School Kitchen and Staff Room

Medical and Allergies Information list are in the school kitchen and staff room. These must not be displayed in front of a window or in a location readily visible from the doorway.