

The School recognises that by efficiently managing its records, it will be able to comply with its legal and regulatory obligations and to contribute to the effective overall management of the institution. Records provide evidence for protecting the legal rights and interests of the school, and provide evidence for demonstrating performance and accountability. This document provides the policy framework through which this effective management can be achieved and audited. It covers:

- **Scope**
- **Responsibilities**
- **Relationships with existing policies**

1.0 Scope of the policy.

- 1.1 This policy applies to all records created, received or maintained by staff of the school in the course of carrying out its functions.
- 1.2 Records are defined as all those documents which facilitate the business carried out by the school and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created or received, and then stored, in hard copy or electronically.
- 1.2 A small percentage of the school's records may be selected for permanent preservation as part of the institution's archives and for historical research. This should be done in liaison with the local authority archives centre.

2.0 Responsibilities

- 2.1 The school has a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Head of 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 Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with the school's records management guidelines.

3.0 Relationship with existing policies.

This policy has been drawn up within the context of:

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

This policy excludes staff and pupil leaver details on SIM's Net Management Information System which are not able to be deleted.

Retention Guidelines Summary Table

(Only those records where there may be a data protection issue are listed)

Basic File Description	Data Protection Issue	Retention Period	Action at end of admin life of record
Child Protection Files	Yes	DOB +25 years	Secure disposal
Staff Personal Files	Yes	Termination + 7 years	Secure disposal
DBS		Date of check + 6 months	
Annual appraisal/assessment records	Yes	Current year + 5 years	Secure disposal
Health & Safety -Adults	Yes	Date of incident +7 years	Secure disposal
Records relating to injury at work		Date of injury + 12 years	
Health & Safety -Children	Yes	DOB +25 years	Secure disposal
Incident reports	Yes	Current year + 20 years	Secure disposal
Risk Assessments	Yes	Current year + 3 years	Secure disposal
Finance	Yes	Current year + 6 years	Secure disposal
Governors Complaints Files	Yes	Resolution + 6 years	Secure disposal
School Log books	Yes	Last entry + 6 years	Secure disposal
Minutes of SLT	Yes	Date of meeting + 5 years	Secure disposal
HT or SLT reports	Yes	Date of report + 3 years	Secure disposal
SDP	Yes	Closure + 6 years	Secure disposal
Successful admissions	Yes	Admission + 1 year	Secure disposal
Unsuccessful admissions	Yes	Resolution + 1 year	Secure disposal
Admissions registers	Yes	Date of last entry +7years	Secure disposal
Attendance registers	Yes	Date of register + 3 years	Secure disposal
Pupil Files (Primary)	Yes	Retain for time pupil in school	Transfer to secondary
Statements (granted, proposed or amended)	Yes	DOB + 30 years	Secure disposal
Parental permission slips trips – Major incident occurred	Yes	DOB of pupil involved + 25 years All slips 2b retained	Secure disposal
Walking bus registers	Yes	Date of register + 3 years	Secure disposal
SATS records	Yes	Current year + 6 years	Secure disposal
FSM registers	Yes	Current year + 6 years	Secure disposal
Secondary transfer sheets (primary)	Yes	Current + 2 years	Secure disposal
Family Liaison Day books	Yes	Current + 2years	Secure disposal
" " " " reports for outside agencies	Yes	Whilst child attending school	Secure disposal
" " " " referral forms	Yes	Whilst referral is current	Secure disposal
" " " " Contact data sheets and database entries	Yes	Current Year if contact no longer active destroy	Secure disposal
" " " " Group registers	Yes	Current year 2 years	Secure disposal