



Great Totham Primary School Records Management Policy and Retention Schedules

Great Totham Primary School collects and uses personal information about staff, pupils, parents and other individuals who come into contact with the school. This information is gathered in order to enable it to provide education and other associated functions. In addition, there may be a legal requirement to collect and use information to ensure that the school complies with its statutory obligations.

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. The school has adopted the Information Management ToolKit for Schools created by the IRMS (Information and Records Management Society) and adheres to its principles and guidance, including the retention schedule for school records.

This policy applies to all records created, received or maintained by staff of the school in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the school and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically. 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.

The school has a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Headteacher. 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.

This policy has been drawn up within the context of:

- Data Protection policy
- Information Management Toolkit

Reviewing:

This policy will be reviewed by the Whole Governing Body every two years.

This policy was agreed November 2022.

Review Date	Comments
November 2022	Policy changed in line with new GDPR requirements
September 2024	No changes

Scheme of Retention for Staff Personal Data

Term	Period of Retention
Short	Event + 1 month/Term/Year
Long	Staff member leaves school + 6 years
Extended	25 years post staff member leaving or longer as per legal requirement

Data Group	Term	Justification
Recruitment		
Recruitment papers	6 months	Legal time frame from closing date
Successful candidate recruitment papers inc. contract and offer letter	Long	Part of personnel file. If potential legal proceeding/issue then retention extended.
Pre-Employment Checks & Single Central Record Evidence		
References	Long	Required under safer recruitment
Pre-employment checks	Long	Required under safer recruitment
DBS Evidence	Short + 1m	Until DBS process complete
Induction & Performance Management		
Induction papers including statutory ECT Induction	Long	Part of personnel file. If potential legal proceeding/issue then retention extended.
Performance Management	Long	Legal requirement
Pay and Pensions		
Annual salary letter	Long	Required by Teachers Pay and Conditions Document
Payroll Information	Long	Part of personnel file, Taxes Management Act 1970
Pension Documents	Pension Age	(Copies opt in/out forms & any correspondence) Required under pension legislation
Time Sheets	Long	Taxes Management Act 1970
Finger print (clocking in/out)	short	To ensure leaver's pay correct
Leave Records		
Record of maternity, paternity and adoption leave	Long	Personnel file. Statutory Pay Regulations
Leave of absences requests	Long	Personnel file
Sickness Records		
Sickness/ Health Records & calculations	Long	Personnel file.
COSHH related medical records	Extended	40 years COSHH regulations 1999
Disciplinary (inc. Capability) & Grievance		
Allegations of child protection nature against member of staff (except malicious allegations)	Extended	Statutory guidance from keeping children safe in education. (Pension age or 10+ yrs depending on longest)
Disciplinary/Grievance actions	Long	Personnel file
Other		
Redundancy Pack	Long	Time limit on litigation
Accident & injuries at work	Extended	12 years from date of incident. H& S regulation
H&S Executive notification	Extended	Indefinite. H&S regulations
Secondment Documents	Long	Personnel file
Resignation Documents	Long	Personnel file
Driving Licence Information	Short	Required for Essex's occasional business use car insurance

Scheme of Retention for Pupil, Parent and Visitor Personal Data

Term	Period of Retention
Short	Event + 1 month/Term/Year
Medium	Pupil leaves school + 1 Year
Long	Pupil leaves school + 6 years
Extended	Until pupil is 25 years or older

Data Group	Term	Justification
Admission		
Admission File	Medium	Post enrolment on Integris forms core of child's record.
Appeals	Short +1Yr	Reasonable history require in first year to deal with any particular appeal then appeals history is kept but of a non-personal nature
Attainment		
Formative	Short +1T	Important during academic year building up to annual report and summative assessments and then initial transition into next year group.
Summative	Long	Key data to judge school effectiveness, identify trends, evaluate impact of provision.
Attendance		
Integris	Medium	Linked to attainment so proportional to keep linked with names for 1 year post transition. Any subsequent trend data is then statistical and not personal.
Registers	Long	Legal requirement to maintain attendance register and then retain in case of evidence for legal proceedings
Signing in and out sheets	Short +1Yr	Reasonable time frame for any attendance issues to be resolved.
Behaviour		
Cohort Logs	Medium	1 year enables smooth transition as required
Significant Event	Long	Or longer if deemed a possible legal risk
Exclusions		
Integris	Medium	Is passed on at transition, if unsure of where child has gone check with LA that they have exclusion data. 1 year enables smooth transition.
Letter	Medium	As above, letter need for details if information required.
Personal identifiers, contacts, characteristics		
Images in identification systems	Short + T	Images used for medical identification, destroyed with all other medical data.
Images in displays	Medium	Consent for use of images within school environment for displays or educational purposes/webpage are medium term to enable a reasonable timeframe for images to be updated.
Contacts	Medium	Integris updated and details deleted on confirmation of attendance at new school. Kept if child missing in education and information passed on to LA.
Characteristics	Medium	Any analysis will have been completed and any retained data is then statistically and not personal.
Identity Authentication	Short +1M	Once identity confirm on admission then only record of that check is kept.
DBS Checks	Short + 1M	Required to initiate and process DBS checks. Evidence secure disposed following application outcome being recorded on Single Central Record.

Visitor Log book	Short + 1Yr	Reasonable timeframe in which to investigate any queries
Catering		
Meal administration	Short + 1Y	Typically all accounting or queries associated with meals completed within a year of leaving.
Free School Meals	Medium	Due to school funding required for +6 Pupil Premium funding and information is portable to transfer school.
Trips/Activities		
Trip documents	Short + 1M	Documents used by staff to safely run trip, including medical forms for residential are destroyed after the event unless a major medical incident. Data shared with education visits provider must also be destroyed and appropriate data control procedures in place.
Risk Assessments	2 Year	EVOLVE deletes risk assessments after two years
Financial information	Long	Financial information via parent mail kept for audit purposes including enough 'identifiers' to confirm contributions
Major medical incident	Extended	Retained until child reaches age of 25 years. Data only relating to child/children involved kept.
Medical		
Permission Slips	Short + 1M	If no issue raised then reasonable to assume medicine administered correctly
Medical information	Short + T	Event ends when child leaves school. Core file deleted within term if no issues raised.
Medical management plans	Medium	To support transition of managing medical conditions
Accident book	Medium	Any subsequent insurance or legal claims
Serious Accidents	Extended	Legal time limit
SEND		
Individual record	Short + 1M	Handed over fully to next school on transfer
Handover slip	Extended	Evidence of transfer, child's names, transfer school and staff member receiving files will be retained on handover record.
SEND register	Long	Information relates to attainment and pupil progress
Intervention log	Medium	Retained for smooth transition and analyses. Any subsequent information is statistical and not identifiable to an individual.
Safeguarding		
Pre 2017 records	Extended	As per current requirements on child's transition to next school – age 25.
Post 2017 records	Short + 1M	Handed over fully to next school on transfer
Handover slips	Extended	Evidence of transfer, child's names, transfer school and staff member receiving files will be retained on handover record.
Correspondence to specific parents		
Letters	Medium	1 year enables smooth transition as required
Emails	Short + 1yr	Reasonable follow up time for ongoing issues unless escalated in which case medium.