



CHIPPING NORTON SCHOOL

RECORDS MANAGEMENT POLICY STATUTORY

Date reviewed:	June 2019
Next review:	June 2020
Member of staff responsible:	Headteacher
Committee:	Resources Committee

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:

1. Scope
2. Responsibilities
3. Relationships with other policies
4. Appendix Retention Schedule

1 Scope of the policy

- 1.1 This policy applies to all records created, received or maintained by staff of the school in the course of carrying out its functions.
- 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.
- 1.3 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.

2 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 Headteacher.
- 2.2 The Data Protection Lead, who has day to day responsibility 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. S/he 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 Relationship with existing policies

This policy should be read in association with the following policies:

- Freedom of Information
- Data Protection

and with other legislation or regulations (including audit and equal opportunities and ethics) affecting the school.

Appendix: Retention Schedule

This schedule contains retention periods for the different record series created and maintained by the School in the course of its business. The schedule refers to all information regardless of the medium in which it is stored. Some retention periods are governed by statute. Others follow best practice guidance. Every effort has been made to ensure that these retention periods are compliant with the requirements of the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the [Data Protection Bill](#) and the Freedom of Information Act 2000.

Retention periods for documents with data protection issues and/or with statutory provisions
Management of the school

Governing Body				
Description	Retention period	Action at end	Role responsible	Record location
Records relating to complaints dealt with by the Governing Body	Date of the resolution of the complaint + a minimum of 6 years then review for further retention in case of contentious disputes	Secure disposal	Clerk to Governors	Headteacher's office

Headteacher, Leadership, Middle Leadership				
Description	Retention period	Action at end	Role responsible	Record location
Minutes of team meetings (with reference to individual students or staff members)	Date of meeting + 3 years then review	Secure disposal	Relevant team leader/LT	Office files
Reports (with reference to individual students or staff members)	Date of meeting + 3 years then review	Secure disposal	Relevant team leader/LT	Office files
Reports (with reference to individual students or staff members)	Current academic year + 6 years then review	Secure disposal	Relevant team leader/LT	Office files
Correspondence (with reference to individual students or staff members)	Date of correspondence + 3 years then review	Secure disposal	Relevant team leader/LT	Office files

Admissions Process				
Description	Retention period	Action at end	Role responsible	Record location
School Admissions Policy	Life of the policy + 3years then review	Secure disposal	Headteacher	Headteacher's office
Admissions – if the admission is successful	Date of admission + 1 year	Secure disposal	Local Authority Admissions team	Student file
Admissions – if the admission is unsuccessful	Resolution of case + 1 year	Secure disposal	Local Authority Admissions team	
Register of admissions	Date of entry + 3 years	Review – schools may consider keeping the admissions register permanently to enable them to confirm dates students attended the school	HR and Admin Manager	Heads of Year office

Operational Administration				
Description	Retention period	Action at end	Role responsible	Record location
Visitors' books and signing in sheets	Current + 6 years then review	Secure disposal	HR & Admin Manager	School office

Human Resources

Recruitment				
Description	Retention period	Action at end	Role responsible	Record location
Records relating to appointment of new headteacher	Date of appointment + 6 years	Secure disposal	Clerk to Governors	School office
Records relating to appointment of a new member of staff – unsuccessful candidates	Date of appointment of successful candidate + 6 months	Secure disposal	HR & Admin Manager	School office
Records relating to appointment of a new member of staff – successful candidates	Add relevant information to the staff personal file; otherwise date of appointment + 6 months	Secure disposal	HR & Admin Manager	School office
Copies of DBS Certificates	Not required – DBS information recorded electronically	-	HR & Admin Manager	School office
Proof of identity	Copy added to staff personal file	-	HR & Admin Manager	School office
Evidence of right to work in UK	Copy added to staff personal file; Home Office require date of termination of employment + at least 2 years	-	HR & Admin Manager	School office

Operational Staff Management				
Description	Retention period	Action at end	Role responsible	Record location
Staff personal file	Termination of employment + 6 years	Secure disposal	HR & Admin Manager	School office
Timesheets	Current year + 6 years	Secure disposal	HR & Admin Manager	School office
Annual appraisal record	Current year + 5 years	Secure disposal	HR & Admin Manager	School Business Manager's office

Management of Disciplinary and Grievance Processes				
Description	Retention period	Action at end	Role responsible	Record location
Allegation of a child protection nature against a member of staff, including where the allegation is unfounded	Whichever is the longer of: person's normal retirement age OR Date of allegation + 10 years Then review Note allegations that are found to be malicious should be removed from files	Secure disposal (these records must be shredded)	Headteacher	School office
Disciplinary proceedings: Oral warning – Written warning - level 1 Written warning – level 2 Final warning Case not found	Date of warning + 6 months Date of warning + 6 months Date of warning + 12 months Date of warning + 18 months Conclusion of case (unless CP related)	Secure disposal	Headteacher	School office

Payroll and Pension				
Description	Retention period	Action at end	Role responsible	Record location
Maternity records	Current year + 3 years	Secure disposal	HR & Admin Manager	School office
Records held under Retirements Benefits schemes (Information Powers) Regulations 1995	Current year + 6 years	Secure disposal	HR & Admin Manager	School office

Health and Safety				
Description	Retention period	Action at end	Role responsible	Record location
Records relating to accident or injury at work	Date of incident + 12 years In case of serious accidents a further retention period will need to be applied	Secure disposal	HR & Admin Manager	Site Manager's office/student or personnel file
Accident reporting – adult	Date of accident + 6 years	Secure disposal	HR & Admin Manager	Site Manager's office and personnel file
Accident reporting – student		Secure disposal	HR & Admin Manager	Site Manager's office and student file
Control of substances hazardous to health (COSHH)	Current year + 40 years	Secure disposal	Site Manager	Site Manager's office
Monitoring of area where employees and persons are likely to have come into contact with asbestos	Last action + 40 years	Secure disposal	Site Manager	Site Manager's office

Financial Management of the school

Contract Management				
Description	Retention period	Action at end	Role responsible	Record location
Records relating to management of contracts under seal	Last payment on contract + 12 years	Secure disposal	School Business Manager	Finance office
Records relating to management of contracts under signature	Last payment on contract + 6 years	Secure disposal	School Business Manager	Finance office

Pupil Management

Student's Educational Records				
Description	Retention period	Action at end	Role responsible	Record location
Student's Educational Record	DOB of student + 25 years	Secure disposal The file should follow the student if s/he transfers to another secondary school	DHT (Pastoral)	Heads of Year offices
Examination results – student copies (public and internal)	Add to student file	-	DHT (Progress Data)	Exams office
Child protection information (held in separate files)	DOB of student + 25 years	Secure disposal These records must be shredded. The file should follow the student when s/he transfers to another education institution	DHT (Pastoral)	Locked in Heads of Year offices when on roll then archived when off roll

Attendance				
Description	Retention period	Action at end	Role responsible	Record location
Attendance registers	Date entry made + 3 years	Secure disposal	DHT (Pastoral)	SIMS
Correspondence relating to authorised absence	Current academic year + 2 years	Secure disposal	DHT (Pastoral)	Heads of Year offices

Special Educational Needs				
Description	Retention period	Action at end	Role responsible	Record location
Special educational needs files, reviews and Individual Education Plan	DOB of student + 25 years Note this retention period is the minimum retention period that any student file should be kept	Secure disposal	DHT (Pastoral) and SENCo	SEN office
Statement of SEN/ECHP and any amendments	DOB of student + 25 years	Secure disposal	DHT (Pastoral) and SENCo	SEN office

Advice/info for parents re. SEN	DOB of student + 25 years	Secure disposal	DHT (Pastoral) and SENCo	SEN office
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Curriculum Management

Statistics and Management Information				
Description	Retention period	Action at end	Role responsible	Record location
Exam results (school's copy)	Current year + 6 years	Secure disposal	DHT Progress Data)	Exams Office

Extra-Curricular Activities

Educational visits outside the classroom				
Description	Retention period	Action at end	Role responsible	Record location
Records created to obtain approval to run educational visit outside the classroom	Date of visit + 10 years	Secure disposal	EVC	Curriculum office/ Departments
Parental consent forms for school trips where there has been no major incident	Conclusion of trip	Secure disposal	Trip Leaders	Student file in Heads of Year offices
Parental consent forms for school trips where there has been a major incident	DOB of student involved in the accident + 25 years	Secure disposal	Headteacher	Headteacher's office