



## **MERSEY VALE PRIMARY SCHOOL FREEDOM OF INFORMATION PUBLICATION SCHEME (Including data protection, record management & retention)**

**At Mersey Vale Primary School, we are committed to ensuring equality of education and opportunity for all irrespective of race, gender, ability, religion, socio-economic factors and disability. The achievement of all pupils is monitored and we use this data to raise standards and ensure inclusive teaching and learning.**

**We aim to provide our pupils with a firm foundation which will enable them to fulfil their potential. We seek to eliminate unlawful discrimination. At Mersey Vale we believe that diversity and inclusion are strengths, which should be respected and celebrated by all those who learn, teach and visit here.**

The school's Freedom of Information Publication Scheme has been adopted by the Governing Body/Management Committee on 10/10/16.

The governing body is responsible for maintenance of this scheme.

### **I. Introduction: what a publication scheme is and why it has been developed**

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.

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.

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.

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

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

## 2. Aims and Objectives

The school aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work,

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

## 3. Categories of information published

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.

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.

## 4. How to request information

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 or you can visit our website at [www.merseyvale.stockport.sch.uk](http://www.merseyvale.stockport.sch.uk)

Email: [headteacher@merseyvale.stockport.sch.uk](mailto:headteacher@merseyvale.stockport.sch.uk)

Tel: **0161 4427535**

Fax: **0161 4427535**

Contact Address: **Mersey Vale Primary School, Valley Road, Stockport SK4 2BZ**

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please)

If the information you’re looking for isn’t available via the scheme and isn’t on our website, you can still contact the school to ask if we have it.

## 5. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you don’t have Internet access, you can access our website using a local library or an Internet café.

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. Where there is a charge this will be indicated by a £ sign in the description box.

## 6. Classes of Information Currently Published

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

Class	Description
<b>School Prospectus</b>	<p>The statutory contents of the school prospectus are as follows,</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

Class	Description
<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 if less than 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.

Class	Description
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 might 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.
Race Equality Policy	Statement of policy for promoting race equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Child Protection 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
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is 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

## 7. 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 the headteacher.

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)**

## DATA PROTECTION

### Introduction

The School collects and uses certain types of personal data about staff, pupils, parents and other individuals who come into contact with the School in order provide education and associated functions. In addition, it may be required by law to collect and use certain types of information to comply with statutory obligations of Local Education Authorities (LEAs), government agencies and other bodies.

This policy is intended to ensure that personal data are processed in accordance with the Act and other related legislation. It applies to personal data regardless of the way they are used, recorded and stored and whether they are held in paper files or electronically.

Schools, local education authorities and the Department for Education and Skills (the government department which deals with education) all hold information on pupils in order to run the education system, and in doing so have to follow the Data Protection Act 1998. This means, among other things, that the data held about pupils must only be used for specific purposes allowed by law.

The **school** holds information on pupils in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the school as whole is doing. This information includes contact details, National Curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

From time to time we are required to pass on some of this data to the Local Education Authority (LEA), to another school to which the pupil is transferring, to the Department for Education and Skills (DfES), and to Qualifications and Curriculum Authority (QCA) which is responsible for the National Curriculum and associated assessment arrangements.

The **Local Education Authority** uses information about pupils to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the pupil may have. It also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual pupils cannot be identified from them.

The **Qualifications and Curriculum Authority** uses information about pupils to administer the National Curriculum tests and assessments for Key Stages 1 to 3. The results of these are passed on to DfES in order for it to compile statistics on trends and patterns in levels of achievement. The QCA uses the information to evaluate the effectiveness of the National Curriculum and the associated assessment arrangements, and to ensure that these are continually improved.

The **Department for Education and Skills** uses information about pupils for statistical purposes, to evaluate and develop education policy and to monitor the performance of the education service as a whole. The statistics (including those based on information provided by the QCA) are used in such a way that individual pupils cannot be identified from them. The DfES will feed back to LEAs and schools information about their pupils where they are lacking this information because it was not passed on by a former school. On occasion information may be shared with other Government departments or agencies strictly for statistical or research purposes only.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about your child, then please contact the headteacher of Mersey Vale Primary School in writing:

You may also wish to contact the following;

- the QCA's Data Protection Officer at QCA, 83 Piccadilly, LONDON, W1J 8QA;
- the DfES's Data Protection Officer at DfES, Caxton House, Tothill Street, LONDON, SW1H 9NA.

## **Definitions**

As in the Data Protection Act 1998 (the Act), for the purposes of this policy the School is the 'data controller'; 'personal data' means data which relate to a living, identifiable individual; 'data subject' means the individual who is the subject of the personal data; and 'processing' means anything done to the personal data including simply holding it.

## **Data Protection Principles**

The Act contains eight data protection principles of good information handling which must be followed at all times. They require data controllers to ensure that:

- personal data are processed fairly and lawfully;
- personal data are obtained only for one or more specified and lawful purposes;
- personal data are adequate, relevant and not excessive in relation to the purpose(s) for which they are processed;
- personal data are accurate and where necessary kept up to date;
- personal data processed for any purpose(s) shall not be kept for longer than is necessary for that purpose;
- personal data are processed in accordance with the rights given to data subjects under the Act;
- appropriate technical and organisational measures are taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data; and
- personal data are not transferred to a country outside the EEA, unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

The School is committed to complying with these principles at all times.

This means that the School will:

- tell you what purposes we will use personal data for when we collect them;
- tell you if personal data will be shared, as well as telling you why, with whom and under what circumstances;
- check the quality and accuracy of the personal data we hold;
- apply our records management policies and procedures to ensure that personal data are not held for longer than is necessary;
- ensure that when personal data are authorised for disposal it is done appropriately;
- ensure appropriate security measures are in place to safeguard personal data, whether they are held in paper files or on our computer system;
- share personal data with others when it is necessary and legally appropriate to do so;
- set out clear procedures for responding to requests from data subjects who want access to the personal data we hold about them. These requests are known as 'subject access requests' under the Act (see appendix); and
- train our staff so that they are aware of our policies and procedures.

This policy will be updated as necessary to reflect best practice or amendments made to the Act.

## **Complaints**

Complaints under this policy should be made to the Chairperson of the Governing Body who will decide if it is appropriate for the complaint to be dealt with under the complaints procedure. Complaints which are not dealt with under the School's complaints procedure may be eligible for investigation by the Information Commissioner's Office (ICO). The ICO can only consider complaints about possible contraventions of the Act and any complaint must be submitted in writing. Further information about submitting a complaint to the ICO is available at [www.ico.gov.uk](http://www.ico.gov.uk). It is likely that complaints about procedural issues, due process and timeliness will be dealt with by the Governing Body.

## **Contacts**

If you have any concerns or questions in relation to this policy please contact the **Headteacher** who will also act as the contact point for any subject access requests made under the Act.

For advice and assistance about data protection issues please contact Stockport Council's Data Protection and Freedom of Information Officers on 0161 474 4048 or 0161 474 4047 respectively.

Further general advice and information about the Act and related legislation is available from the ICO either via its website at [www.ico.gov.uk](http://www.ico.gov.uk) or Helpline on 01625 545 745.

## Appendix I

### **Procedures for responding to subject access requests in accordance with the Data Protection Act 1998**

Anybody who makes a request to see or be provided with a permanent copy of their file, their child's file or any other personal data about them processed by the School is making a subject access request (SAR) under the Data Protection Act 1998 (the Act). All information relating to the data subject including that held in day books, diaries, electronic systems and email should be considered for disclosure.

Normally a parent or guardian can only make a SAR for their child's personal data if the child is under 12 years of age and it is clear the parent is acting in the child's interests. The general view is that children aged 12 or above are capable of understanding the process; therefore in these cases the child's written consent is needed before providing his or her personal data to a parent. There will be instances where older children are not capable of giving informed consent; these SARs should be assessed on a case by case basis.

There is a statutory exception to the above which gives parents the independent right to access their child's official education record regardless of whether or not their child consents. Parents are given this right under The Education (Pupil Information)(England) Regulations 2000 and 2005 (the Regulations). The School will observe these statutory rights; however the Regulations **do not** give the parent the right to access personal data which do not form part of their child's official education record.

If there is a current court order which relates to information regarding any child, regardless of other circumstances, that order must be observed.

#### **Dealing with a subject access request**

A SAR or request for an education record must be made in writing and a response provided within the statutory time limit. Data controllers have 40 calendar days to respond to SARs; however where the request concerns education records (made by parents or pupils under the Regulations or as part of a SAR under the Act) a response must be provided within 15 school days.

The 'first day' of the response period does not start until the data controller is provided with any required fee up to the statutory maximum, any information it may reasonably require in order to locate the information requested and information to satisfy itself as to the identity of the requester. This can be done in a variety of ways; however asking to see photographic ID e.g. passport or driving licence is most appropriate. If a parent or other individual is making a request for a child's personal data you should also be satisfied that there is a legitimate relationship between the requester and the child and that they are acting in the child's interests. **Any further information of the above nature should be obtained from the requester without delay.**

The Headteacher will have responsibility for ensuring the child's welfare is appropriately considered when deciding whether or not to comply with a request. Normally the requester will have to prove both their relationship with the child and that disclosure is in the child's best interests, to the satisfaction of the Headteacher.

The School may charge a fee up to the statutory maximum in order to comply with SARs. The maximum fee for SARs is £10; however where the request (either under the Act or the Regulations) involves education records, fees are calculated on a sliding scale dependent on the number of pages involved. These fees only apply if a permanent copy of the education record is provided.

In certain circumstances, personal data are exempt from SARs and the School will make use of applicable exemptions under the Act as appropriate. All files must be reviewed before any disclosure takes place. Under no circumstance will access be granted immediately or before this review process has taken place.

In some cases, the School will hold information which has been provided to it by a third party e.g. the local authority, the police, a health care professional or another school. If this information is the personal data of a third party individual, it is normal practice to obtain the consent of the third party before disclosing their personal data. This must be done as soon as possible to ensure you respond to the SAR within the statutory time limit. Even if the third party does not provide their consent, the personal data can still be disclosed legitimately in certain circumstances. In these cases it may be appropriate to seek additional advice.

In the response the requester should be given: a description of the information the School holds; a copy of the personal data; an explanation of the purposes for which they are processed; and an explanation of whether they have been shared with any other party. It is good practice to explain whether personal data have been withheld and if so, why. There may be circumstances where this is not appropriate and the Headteacher should consider the welfare of the child at all times.

If a document contains information that cannot be disclosed, a permanent copy should be made with the withheld data obscured. In certain circumstances the personal data being disclosed can be re-typed if this is more sensible. In any event a copy of the original full document (before redaction) and the amended document should be retained together, with an explanation of why the document was redacted. This is so that in the event of a complaint there is an audit trail detailing what was done and why. In addition, any codes, technical terms or abbreviations should be explained and a transcript of any personal data which are difficult to read or are illegible should be provided with the copy of the original document.

In its response, the School should also provide details of who to contact in the event of a complaint. This may be the Chair of Governors or the LEA. It is also helpful to provide the contact details of the ICO which can provide independent advice and information about the legislation.

Responses to SARs should be posted by Special Delivery or if the requester agrees, they can be left at the School for collection with an officer available to help if required. If the response has been compiled for inspection only with the prior agreement of the requester, access to a photocopier should be provided in case they want a permanent copy of their personal data.

Schools should monitor the number of requests received and document whether they are dealt with within statutory timescale.

## **Complaints**

Complaints about the School's adherence to these procedures should be made to the Chairperson of the Governing Body who will decide if it is appropriate for the complaint to be dealt with under the complaints procedure. Complaints which are not dealt with under the School's complaint procedure should be forwarded in writing to the ICO by the complainant. It is likely that complaints about procedural issues, due process and timeliness will be dealt with by the Governing Body. Complaints about alleged contraventions of the Act can be investigated by the ICO.

## **Contacts**

If you have any concerns or questions in relation to this policy please contact the Headteacher.

For advice and assistance about data protection issues please contact Stockport Council's Data Protection and Freedom of Information Officers on 0161 474 4048 or 0161 474 4047.

Further general advice and information about the Act and related legislation is available from the ICO either via its website at [www.ico.gov.uk](http://www.ico.gov.uk) or Helpline on 01625 545 745.

## **Records Management**

The School recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the institution. This document provides the policy framework through which this effective management can be achieved and audited. It covers:

- Scope
- Responsibilities
- Relationships with existing policies

### **Scope of the policy**

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, received or maintained in hard copy or electronically.
- 1.3 A small percentage of the school's records will 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 Head of the School.
- 2.2 The person responsible for records management in the school will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely.
- 2.3 The person responsible for records management in the school will liaise with the LEA and SMBC Corporate Records Manager when appropriate.
- 2.4 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 has been drawn up within the context of:

- Freedom of Information policy
- Data Protection policy

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

## **Record Retention**

This retention schedule contains recommended retention periods for the different record series created and maintained by schools in the course of their business. The schedule refers to all information regardless of the media in which it is stored.

Some of the retention periods are governed by statute, others are guidelines following best practice. Every effort has been made to ensure that these retention periods are compliant with the requirements of the Data Protection Act 1998 and the Freedom of Information Act 2000. However, in case of doubt the advice of the Records Manager should be sought. Any Data Protection or Freedom of Information enquiries should be addressed to Sara Barnard at Stopford House.

Managing record series using these retention guidelines will be deemed to be “normal processing” under the legislation mentioned above. If record series are to be kept for longer or shorter periods than laid out in this document the reasons for this need to be documented.

This schedule should be reviewed on a regular basis.

## **Contents**

- 1. The purpose of the retention schedule**
- 2. Benefits of a retention schedule**
- 3. Maintaining and amending the retention schedule**
- 4. What to do with records once they have reached the end of their administrative life**
  - 4a Destruction of records**
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  - 4c Transfer of information to other media**
- 5. Useful Contacts**
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  - 6.3 Pupils**
  - 6.4 Curriculum**
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  - 6.7 Administrative**
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  - 6.11 DfES**
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## **1. 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 record series regardless of the media in which they are stored.

## **2. Benefits of a retention schedule**

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

- a. 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 requests have been made.
- b. Members of staff can be confident about destroying information at the appropriate time.
- c. Information which is subject to Freedom of Information and Data Protection legislation will be available when required.
- d. The school is not maintaining and storing information unnecessarily.

## **3. 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.

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

### **4a 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. If in doubt please contact the Records Manager for advice relating to the disposal of records.

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.

#### **4b 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 an archive. Please contact SMBC Corporate Records Manager in the first instance.

#### **4c 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. The Records Manager is able to advise on these issues.

### **5. Useful Contacts**

If you have a query about a retention period relating to a record series on the retention schedule or a query about the retention period for a record series which is not on the retention schedule then contact the Records Manager (01614744048).

If you have a query about data protection or freedom of information please contact (01614744047)

6.1 Governors					
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
Minutes					
<ul style="list-style-type: none"> <li>Principal set (signed)</li> </ul>	No		Permanent	Retain in school for 6 years from date of meeting	Transfer to Archives
<ul style="list-style-type: none"> <li>Inspection copies</li> </ul>	No		Date of meeting + 3 years	DESTROY [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 [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 [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 [The appropriate archivist will then take a sample for permanent preservation]

6.1 Governors					
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
Complaints files	Yes		Date of resolution of complaint + 6 years	Retain in school for the first six years Review for further retention in the case of contentious disputes Destroy routine complaints	
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 [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 [The appropriate archivist will then take a sample for permanent preservation]

6.2 Management					
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
Log Books	Yes <sup>2</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 [The appropriate archivist will then take a sample for permanent preservation]

<sup>2</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.

6.2 Management					
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
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 [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	Yes <sup>1</sup>		Closure of file + 6 years	DESTROY 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 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

6.3 Pupils					
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
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 [If these records are retained electronically any back up copies should be destroyed at the same time]	
Pupil record cards	Yes				

<b>6.3 Pupils</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>	
• Primary			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	
• Secondary			DOB of the pupil + 25 years <sup>3</sup>	SHRED	
Pupil files	Yes				
• Primary			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	
• Secondary			DOB of the pupil + 25 years <sup>4</sup>	SHRED	
Special Educational Needs files, reviews and Individual Education Plans	Yes		DOB of the pupil + 25 year <sup>5</sup>	SHRED	
Letters authorising absence	No		Date of absence + 2 years	SHRED	
Absence books			Current year + 6 years	SHRED	
Examination results	Yes				

<sup>3</sup> In the case of exclusion it may be appropriate to transfer the record to the Behaviour Service

<sup>4</sup> As above

<sup>5</sup> As above

<b>6.3 Pupils</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>	
• Public	No		Year of examinations + 6 years	DESTROY	Any certificates left unclaimed should be returned to the appropriate Examination Board
• Internal examination results	Yes		Current year + 5 years <sup>6</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	
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	

<sup>6</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.

## 6.4 Curriculum

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
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	
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 [These records should be shredded]	
SATS records	Yes		Current year + 6 years	DESTROY [These records should be shredded]	

6.4 Curriculum						
Basic description	file	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
PANDA reports		Yes		Current year + 6 years	DESTROY [These records should be shredded]	
Value added records		Yes		Current year + 6 years	DESTROY [These records should be shredded]	

6.5 Personnel						
Basic description	file	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
Timesheets, sick pay		Yes	Financial Regulations	Current year + 6 years	SHRED	
Staff Personal files		Yes		Termination + 7 years	SHRED	
Interview notes and recruitment records		Yes		Date of interview + 6 months	SHRED	
Pre-employment vetting information (including CRB checks)		No	CRB guidelines	Date of check + 6 months	SHRED [by the designates member of staff]	
Disciplinary proceedings:		Yes		<b>Please note that all these retention periods where the warning relates to child protection issues may change in light of any recommendations made by the Bichard Inquiry.</b>		
• oral warning				Date of warning + 6 months	SHRED If this is placed on a personal file it must be weeded from the file.	
• written warning – level one				Date of warning + 6 months	SHRED If this is placed on a personal file it must be weeded from the file.	

6.5 Personnel						
Basic description	file	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
<ul style="list-style-type: none"> <li>written warning – level two</li> </ul>				Date of warning + 12 months	SHRED	If this is placed on a personal file it must be weeded from the file.
<ul style="list-style-type: none"> <li>final warning</li> </ul>				Date of warning + 18 months	SHRED	If this is placed on a personal file it must be weeded from the file.
<ul style="list-style-type: none"> <li>case not found</li> </ul>				DESTROY immediately at the conclusion of the case		
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 + 85 years	SHRED	
Maternity records	pay	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960), revised 1999 (SI 1999/567)	Current year, +3yrs	SHRED	

6.5 Personnel					
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes		Current year + 6 years	SHRED	

6.5 Health and Safety					
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
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			
• Adults	Yes		Current year + 3 years	SHRED	
• Children	Yes		DOB + 25 years <sup>7</sup>	SHRED	

<sup>7</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.

## 6.5 Health and Safety

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational ]	Action at the end of the administrative life of the record
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			Current year + 3 years	DESTROY
Process of monitoring of areas where employees and persons are likely to have become 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

## 6.6 Administrative

Basic description	file	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
Employer's certificate	Liability			Permanent whilst the school is open	DESTROY once the school has closed	
Inventories of equipment and furniture				Current year + 6 years	DESTROY	
General file series				Current year + 5 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]
School brochure/prospectus				Current year + 3 years		Transfer to Archives [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 [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 [The appropriate archivist will then take a sample for permanent preservation]
PTA/Old Associations	Pupils			Current year + 6 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]

## 6.7 Finance

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
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## 6.7 Finance

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
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					
<ul style="list-style-type: none"> <li>under seal</li> </ul>			Contract completion date + 12 years	SHRED	
<ul style="list-style-type: none"> <li>under signature</li> </ul>			Contract completion date + 6 years	SHRED	
<ul style="list-style-type: none"> <li>monitoring records</li> </ul>			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	

6.7 Finance					
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
School Fund – School Journey books			Current year + 6 years	SHRED	
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	

6.8 Property					
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
Title Deeds			Permanent	These should follow the property or be	Offer to Archives
Plans			Permanent	Retain in school whilst operational	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	

6.9 LEA						
Basic description	file	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
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 [The appropriate archivist will then take a sample for permanent preservation]

6.10 DCSF						
Basic description	file	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
HMI reports				These do not need to be kept any longer		Transfer to Archives [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 [The appropriate archivist will then take a sample for permanent preservation]
Returns				Current year + 6 years	DESTROY	
Circulars from DCSF				Whilst operationally required	Review to see whether a further retention period is required	Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]

6.11 Connexions						

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

## 6.12 School Meals

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
Dinner Register			C + 3 years	SHRED	
School Meals Summary Sheets			C + 3 years	SHRED	