

# **St Anne's CE (Aided) Primary School**



## **Records Management Policy**

**May 2018**

St Anne's CE (Aided) Primary 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.

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.

The policy covers:

- Scope
- Responsibilities
- Relationships with existing policies

## **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, received or maintained 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. This should be done in liaison with the Oldham Archives Service.

## **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 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 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. 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.

File description	Retention Period	Action at end of life of record
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Child Protection		
Child Protection files	DOB + 25 years	Secure Disposal
Allegation of a child protection nature against a member of staff, including where the allegation is unfounded.	Until the person's normal retirement age, or 10 years from the date of the allegation if that is longer	Secure Disposal

Governors		
Minutes (Principal set – signed)	Permanent	Retain in school for 6 years after date of meeting.
Minutes (Copies)	Date of meeting + 3 years	Secure Disposal
Agendas	Date of meeting	Secure Disposal
Headteacher Reports	Date of report + 6 years	Retain in school for 6 years after date of meeting.
Instrument of Government	Permanent	Retain in school whilst school is open.
Trusts and Endowments	Permanent	Retain in school whilst operationally required.
Action Plans	Date of action plan + 3 years	Secure Disposal
Policy Documents	Expiry of policy	Retain in school whilst policy is operational.
Complaints file	Date of resolution of complaint + 6 years	Retain in school for the first 6 years. Secure disposal.

Management		
Minutes of SLT meetings	Date of meeting + 5 years	Secure Disposal
Head Teacher's report	Date of report + 6 years	Secure Disposal
Records created by members of staff with administrative	Closure of file + 6 years	Secure Disposal

responsibilities		
Professional development plans	Closure + 6 years	Secure Disposal
School Development Plans	Closure + 6 years	Review

Pupils		
Admissions	Date of admission + 6 years	Secure Disposal
Attendance registers	Date of Register + 3 years	Secure Disposal
Pupil files	Retain while the pupil is in school	Transfer to secondary school (or other Primary School) when pupil leaves.
SEN file and One Page profile	DOB of pupil + 25 years	Transfer to secondary school (or other Primary School) when pupil leaves.
Correspondence in relation to Authorised Absence	Date of Absence + 2 years	Secure Disposal
Exam results	Year of Exam + 6 years	Secure Disposal
Education and Healthcare Plan (EHC) maintained under The Education Act 2006 – Section 324.  Proposed and amended	DOB + 30 years  DOB + 30 years	Secure Disposal
Accessibility Strategy	Closure + 12 years	
Parental permission for school trips where there has been no major incident.	Conclusion of trip	Secure Disposal
Parental permission for school trips where there has been a major incident.	DOB of pupil involved + 25 years, and permission slips of all pupils involved.	Secure Disposal

Curriculum		
Curriculum Returns	Current year + 6 years	Secure Disposal
Schemes of Work	Current year + 3 years	Secure Disposal
Timetable	Current year + 1 year	Secure Disposal

Class Record books	Current year + 1 year	Secure Disposal
Mark Books	Current year + 1 year	Secure Disposal
Record of homework	Current year + 1 year	Secure Disposal
Samples of Pupils work	Current year + 1 year	Secure Disposal
SATS records	Current year + 3 years	Secure Disposal
PAN reports	Current year + 6 years	Secure Disposal
Value added & contextual Data	Current year + 3 years	Secure Disposal
Self-Evaluation forms	Current year + 3 years	Secure Disposal

HR		
Timesheets, Sick pay	Current year + 6 years	Secure Disposal
Staff files	Termination + 7 years	Secure Disposal
Interview notes & Recruitment records	Date of interview + 6 months	Secure Disposal
Pre-employment vetting checks	Date of check + 6 months	Secure Disposal
Disciplinary Proceedings	When disciplinary involves a child, see child protection guidance	
Disciplinary Proceedings Oral Warning	Date of warning + 6 months	Secure Disposal from personal file
Disciplinary Proceedings Written Warning level 1	Date of warning + 6 months	Secure Disposal from personal file
Disciplinary Proceedings Written Warning level 2	Date of warning + 12 months	Secure Disposal from personal file
Disciplinary Proceedings Final Warning	Date of warning + 18 months	Secure Disposal from personal file
Records relating to accident/injury at work	Date of incident + 12 years	Secure Disposal
Annual Appraisals	Current year + 5 years	Secure disposal
Maternity pay records	Current year + 3 years	Secure Disposal

Health & Safety		
Accident reporting (Adult)	Date of incident + 7 Years	Secure Disposal
Accident Reporting (pupil)	DOB of child + 25 years	Secure Disposal
COSHH	Current year + 10 years	
Incident reports	Current year + 20 years	Secure disposal
Policy Statements	Current year + 1 year	Secure Disposal
Risk Assessments	Current year + 3 years	Secure Disposal
Asbestos monitoring	Last action + 40 years	Secure Disposal
Radiation monitoring	Last Action + 50 years	Secure Disposal
Fire precautions	Current year + 6 years	Secure Disposal

Administrative		
Inventories	Current year + 6 years	Secure Disposal
School Prospectus	Current year + 3 years	
Circulars & Newsletters	Current year + 1 year	
Visitors book	Current year + 2 years	
PTA	Current year + 6 years	

Finance		
Annual Accounts	Current year + 6 years	Secure Disposal
Contracts	Contract completion date + 6 years	Secure Disposal
Invoices, Purchase orders, Delivery notes	Current year + 6 years	Secure Disposal
Annual Budget & monitoring	Current year + 6 years	Secure Disposal
School fund	Current year + 6 years	Secure Disposal
Imprest & Banking	Current year + 6 years	Secure Disposal

Property		
Title deeds	Permanent	
Plans	Permanent	Retain in school whilst operational
Maintenance & contractors	Current year + 6 years	Secure Disposal
Leases	Expiry of lease + 6 years	Secure Disposal
Lettings	Current year + 3 years	Secure Disposal
Burglary, theft and vandalism reports	Current year + 6 years	Secure Disposal
Maintenance log books	Current year + 6 years	Secure Disposal
Contractor reports	Current year + 6 years	Secure Disposal
CCTV images	4 weeks	Deleted from hard drive

Department for Education		
Ofsted Reports	Replace former report with new inspection report	
Returns	Current year + 6 years	Secure Disposal
Circulars from DFE	Whilst required	

School Meals		
Dinner Register	Current year + 3 years	Secure Disposal
School meals summary sheets	Current year + 3 years	Secure Disposal