School Records - Management and Retention Policy

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1. Introduction and Purpose

This policy sets out Broadmayne First School's approach to retaining and disposing of records and personal data in compliance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and other relevant legislation.

We must not retain personal data for 'longer than necessary' - this is one of the 7 principles of the UK General Data Protection Regulation (UK GDPR). This policy ensures we work out what 'necessary' means for the personal data we hold and that we can justify our retention decisions.

2. Scope

This policy applies to all records and personal data held by Broadmayne First School, whether in paper or electronic format, including:

- Pupil records
- Staff records
- Governance records
- Financial records
- Health and safety records
- Property records
- Communications and correspondence (including emails from parents/carers)
- Safeguarding records

This policy applies to all staff, governors, volunteers, and contractors who handle school records.

3. Legal Framework

This policy is based on:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Freedom of Information Act 2000
- The Education (Pupil Information) (England) Regulations 2005
- Keeping Children Safe in Education (statutory guidance)
- Working Together to Safeguard Children
- The Limitation Act 1980
- SEND Code of Practice: 0 to 25 years

- Dorset County Council's retention schedule for children's services

4. Roles and Responsibilities

Governing Body: Responsible for approving this policy and ensuring the school complies with data protection legislation.

Headteacher: Responsible for implementing this policy and ensuring all staff are aware of their responsibilities.

Designated Safeguarding Lead (DSL): Responsible for maintaining child protection files, transferring safeguarding records to other schools, and ensuring safeguarding information is retained appropriately.

Data Protection Lead: Responsible for maintaining the retention schedule, coordinating disposal of records, and maintaining records of destruction.

All Staff: Responsible for following this policy and ensuring records are stored securely and disposed of appropriately. This includes managing emails from parents/carers and identifying safeguarding information.

5. Data Retention Schedule

5.1 Pupil Records

Record Type	Retention Period	Action at End of Period	Legal Basis
First school pupil records	Until the pupil leaves the school	Transfer to secondary school or other primary school	The Education (Pupil Information) (England) Regulations 2005

Child protection files	Until the child's 25th birthday (or 75th birthday if relating to child sexual abuse)	Dispose securely. Transfer separately to new school if pupil moves	Keeping Children Safe in Education; IICSA recommendations
SEND records (including EHC plans and accessibility plans)	6 years from the end of the EHC plan	Dispose securely or transfer to new school	SEND Code of Practice; Limitation Act 1980; SEND Regulations 2014
Curricular records	At least 1 year	Dispose securely	The Education (School Records) Regulations 1989

5.2 Staff Records

Record Type	Retention Period	Action at End of Period	Legal Basis
Personnel files	6 years from termination of employment	Dispose securely	Limitation Act 1980
DBS certificates (copies)	6 months from date of recruitment	Dispose securely	Keeping Children Safe in Education

Allegations of child protection against staff	Until staff member's normal retirement age, or 10 years from date of allegation (whichever is later)	Dispose securely	Keeping Children Safe in Education; Working Together to Safeguard Children
Pay records	3 years from end of tax year	Dispose securely	HMRC guidance
Maternity pay records	3 years after end of tax year in which maternity pay period ends	Dispose securely	Statutory Maternity Pay Regulations 1986
Retirement benefits	Minimum 6 years from end of year accounts were signed	Dispose securely	Retirement Benefits Schemes Regulations 1995
Other health records of staff	While worker is employed	Dispose securely	Control of Substances Hazardous to Health Regulations 2002

5.3 Governance Records

Record Type	Retention Period	Action at End of Period	Legal Basis
Admissions records	6 years from admission date	Dispose securely	School Attendance (Pupil Registration) Regulations 2024
Attendance registers	6 years from date of entry	Dispose securely	School Attendance (Pupil Registration) Regulations 2024

Annual governors' reports	10 years	Dispose securely	Education (Governors' Annual Reports) Regulations 2002; Limitation Act 1980
Governing body meeting minutes	10 years from date of meeting	Dispose securely	Best practice; Dorset Council guidance
Records of educational visits	10 years from date of visit (or until pupil reaches 25 if incident occurred)	Dispose securely	Health and safety guidance; Limitation Act 1980
School vehicles	6 years from disposal of vehicle	Dispose securely	Limitation Act 1980

5.4 Finance Records

Record Type	Retention Period	Action at End of Period	Legal Basis
Contracts	7 years from last payment	Dispose securely	Limitation Act 1980
Debtor's records	7 years from end of financial year	Dispose securely	Limitation Act 1980
VAT records (invoices, budgets, bank statements, annual accounts)	7 years from end of financial year	Dispose securely	VAT Notice 700/21

5.5 Health and Safety Records

Record Type	Retention Period	Action at End of Period	Legal Basis
Accessibility plans	Life of plan plus 6 years	Dispose securely	Limitation Act 1980
Accident records	3 years from date of accident (pupil accidents retained in pupil record)	Dispose securely	Social Security (Claims and Payments) Regulations 1979
Monitoring exposure to hazardous substances (including asbestos)	5 years	Dispose securely	Control of Substances Hazardous to Health Regulations 2002
Health surveillance records	40 years	Dispose securely	Control of Substances Hazardous to Health Regulations 2002
Fire risk assessments	Life of assessment plus 6 years	Dispose securely	Regulatory Reform (Fire Safety) Order 2005; Limitation Act 1980

5.6 Property Records

Record Type	Retention Period	Action at End of Period	Legal Basis
Maintenance records	6 years from end of financial year	Dispose securely	VAT Notice 700/21
Title deeds	12 years from end of deed	Dispose securely	Limitation Act 1980

5.7 Communications and Correspondence

Record Type	Retention Period	Action at End of Period	Legal Basis
Emails from parents/carers - general enquiries	Delete once matter is resolved and no longer needed for operational purposes (typically within current academic year)	Delete securely	UK GDPR - data minimisation principle
Emails from parents/carers - complaints	6 years from resolution of complaint	Dispose securely	Limitation Act 1980
Emails from parents/carers - relating to safeguarding concerns	Transfer to child protection file and retain until child's 25th birthday (or 75th if relating to child sexual abuse)	Dispose securely	Keeping Children Safe in Education

Emails from parents/carers - relating to SEND matters	Retain with SEND records - 6 years from end of EHC plan	Dispose securely or transfer to new school	SEND Code of Practice
Emails from parents/carers - relating to pupil welfare/pastoral matters	Retain in pupil record until pupil leaves school, then transfer	Transfer to new school	Best practice
General correspondence with parents/carers (letters, forms, consent forms)	Current academic year plus 1 year (unless relating to specific matters covered elsewhere in this schedule)	Dispose securely	UK GDPR - data minimisation principle

Note: Staff should regularly review and delete routine emails from parents/carers that have no ongoing operational, legal, or safeguarding significance. Emails containing safeguarding concerns must be immediately flagged to the Designated Safeguarding Lead and saved to the appropriate child protection file

5.8 Safeguarding Records

Record Type	Retention Period	Action at End of Period	Legal Basis
Child protection files (including all safeguarding concerns, records of discussions, emails, meeting notes)	Until the child's 25th birthday	Dispose securely. Transfer separatel y to new school if pupil moves	Keeping Children Safe in Education sections 66, 67, 121 and 122

Child protection files relating to child sexual abuse	Until the child's 75th birthday	Dispose securely. Transfer separately to new school if pupil moves	IICSA recommendations
Safeguarding concern forms (including CPOMS records or equivalent)	Retain in child protection file - until child's 25th birthday	Dispose securely	Keeping Children Safe in Education
Records of safeguarding training for staff	6 years from completion of training	Dispose securely	Best practice; Limitation Act 1980
Safeguarding meeting minutes (including child protection conferences, core groups, strategy meetings)	Retain in child protection file - until child's 25th birthday	Dispose securely	Keeping Children Safe in Education
Early help assessments and records	Retain in child protection file if child later becomes subject to child protection plan. Otherwise, retain for 6 years from case closure	Dispose securely	Working Together to Safeguard Children

Allegations against staff (including those found to be malicious, false, unsubstantiated or unfounded)	Until staff member's normal retirement age, or 10 years from date of allegation (whichever is later)	Dispose securely	Keeping Children Safe in Education; Working Together to Safeguard Children
Records of visitors to school (safeguarding log)	Current academic year plus 6 years	Dispose securely	Limitation Act 1980
Single Central Record (SCR)	While individual is employed/engaged, then 6 years after they leave	Dispose securely	Keeping Children Safe in Education; Limitation Act 1980

Important Notes on Safeguarding Records:

1. **Child protection files must be kept separate** from the main pupil file and stored securely with restricted access limited to the Designated Safeguarding Lead (DSL) and authorised staff.
2. **Transfer of safeguarding records:** When a pupil leaves Broadmayne First School, child protection files must be transferred separately from the main pupil file to the new school. The DSL should:
    - Transfer records as soon as possible
    - Transfer securely (hand delivery, recorded delivery, or secure electronic transfer)
    - Obtain confirmation of receipt
    - Keep a copy of the transfer record
3. **Emails and correspondence relating to safeguarding** must be saved to the child's protection file and retained according to the safeguarding retention periods, not general email retention periods.
4. **Safeguarding information must never be disposed of early**, even if a parent/carer requests removal. The retention periods are based on the possibility of future legal claims and the child's right to access their records as an adult.

6. Establishing Retention Periods for Other Records

When setting retention periods for records not covered by statutory requirements, we will ask ourselves:

- Why are we holding this data?
- Do we have a legal duty to keep this information for a set period of time?
- Do we need to share this data and, if so, do we need to keep it after sharing it?
- Is it more appropriate for another organisation such as the local authority to keep the information in the long term?
- Will we need the data to meet Ofsted's requirements?
- Can we delete or depersonalise some of the information?
- Do we have a justification for holding this information?

6.1 Managing Emails from Parents and Carers

We must not retain personal data for 'longer than necessary', which means staff need to actively manage their email inboxes.

Staff responsibilities:

1. **Categorise emails upon receipt** - determine whether the email relates to:
    - General enquiries (can be deleted once resolved)
    - Complaints (retain for 6 years)
    - Safeguarding concerns (save to child protection file immediately)
    - SEND matters (save to SEND records)
    - Pupil welfare/pastoral matters (save to pupil record)
2. **Delete routine emails regularly** - at least at the end of each term, staff should review and delete emails that:
    - Have been dealt with and require no further action
    - Contain no information needed for ongoing operational purposes
    - Do not relate to complaints, safeguarding, SEND, or other matters requiring longer retention
3. **Save important emails to appropriate records** - emails that need to be retained should be:
    - Saved to the relevant pupil file, child protection file, or SEND file
    - Clearly labelled with date and subject matter
    - Stored securely in line with our data protection procedures
4. **Safeguarding emails require immediate action:**

    - Any email containing a safeguarding concern must be immediately forwarded to the DSL
    - The DSL will save the email to the child's protection file
    - The email must not be deleted from the original sender's inbox until confirmed saved to the child protection file
    - Staff should mark safeguarding emails clearly in their inbox until transfer is confirmed

Guidance for staff:

- If you're unsure whether to retain or delete an email, consult with the Data Protection Lead.
- When in doubt about safeguarding content, always refer to the DSL
- Remember that keeping unnecessary emails creates data protection risks and makes it harder to find important information when needed.

7. Data Minimisation and Anonymisation

Where we want to keep older data for analytical purposes, we will anonymise it by removing names and other personal identifiers, or replace personal information with non-personal identifiers. For example, we could replace the:

- Name with a random ID
- Date of birth with year of birth

8. Secure Disposal of Records

8.1 General Principles

We must:

- Have a procedure for safely disposing records
- Communicate this policy and procedure to all employees to avoid a possible data breach

We will not dispose of records with regular waste or in a skip. We will:

- Shred paper records using a cross-cutting shredder
- Destroy storage media and hard disks to particles no larger than 6mm

- Dismantle and shred audio and video tapes.

8.2 Who Can Dispose of Data

The Data Protection Lead will coordinate the disposal of records. If we destroy records internally, this will be carried out by designated staff members who have been trained in handling confidential documents.

If we use an external provider, we will ensure:

- Records are shredded on site
- The provider produces a certificate of destruction
- Staff working for the external provider are trained in handling confidential documents

8.3 Record of Destruction

The Freedom of Information Act 2000 requires us to maintain a list of records that have been destroyed and who authorised the destruction.

We will maintain a destruction log that includes:

- Date of destruction
- Description of records destroyed
- Retention period that applied
- Method of destruction
- Name of person who authorised destruction
- Name of person who carried out destruction.

9. Storage and Security

All records containing personal data will be stored securely in accordance with our Data Protection Policy. This includes:

- Locked filing cabinets for paper records
- Password
- Restricted access to records based on role and need

- Regular backups of electronic data

10. Transferring Records

When pupils leave Broadmayne First School to attend another school:

- We will transfer pupil records within 15 school days of the pupil ceasing to be registered at our school
- Child protection files will be transferred separately from the main pupil file
- We will obtain confirmation of receipt from the receiving school
- We will retain a copy of the transfer documentation

11. Review and Monitoring

This policy and the retention schedule will be reviewed annually by the Data Protection Lead and the Headteacher. The review will include:

- Checking compliance with current legislation
- Auditing the retention schedule
- Reviewing any data breaches or incidents
- Updating retention periods as necessary

Any significant changes will be submitted to the Governing Body for approval.

12. Training and Awareness

All staff will receive training on this policy as part of their induction and through regular updates. Training will cover:

- The importance of data retention and disposal
- How to identify records that need to be retained or disposed of
- Secure storage and handling of records
- The procedure for disposing of records

13. Related Policies

This policy should be read in conjunction with:

- Data Protection Policy
- Safeguarding and Child Protection Policy

Appendix A: Destruction Log Template

Date	Record Type	Description	Retention Period Applied	Method of Destruction	Authorised By	Carried Out By