



Notting Hill Preparatory School

1.25 Document Retention Policy (EYFS & KS1-3)

Reviewer responsible: **Bursar**
Reviewed by: NB

Date of last review: 04/21
Date of next review: 09/21

DOCUMENT RETENTION POLICY

The purpose of the Retention Policy

The Retention Policy lays down the length of time a 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 all information, regardless of the media in which they are stored.

What to do with records once they have reached the end of their administrative life

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.

Transfer of records to Archive

Where records have been identified as being worthy of permanent preservation, arrangements should be made to archive the records.

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 digital media. The lifespan of the media and the ability to migrate data where necessary should always be considered.

Retention periods

Set out below are the Schools advised retention periods. However in all circumstances it should be considered whether there is any other legal or statutory requirement which may apply to the particular documentation which should take precedent to the suggested periods below.

Type of Record/Document	Retention Period (Operational)
<u>SCHOOL-SPECIFIC RECORDS</u>	
<ul style="list-style-type: none"> Registration documents of School 	Permanent (or until closure of the school)
<ul style="list-style-type: none"> Attendance Register 	3 years from last date of entry, then archive.
<ul style="list-style-type: none"> Minutes of Governors' meetings 	6 years from date of meeting
<ul style="list-style-type: none"> Annual curriculum 	From end of year: 3 years (or 1 year for other class records: eg marks / timetables / assignments)
<ul style="list-style-type: none"> School Development Plan 	6 years
<u>INDIVIDUAL PUPIL RECORDS</u>	

<ul style="list-style-type: none"> Admissions: application forms, assessments, records of decisions 	25 years from date of birth (or, if pupil not admitted, up to 7 years from that decision).
<ul style="list-style-type: none"> Examination results (external or internal) 	7 years from pupil leaving school
<ul style="list-style-type: none"> Pupil file including: <ul style="list-style-type: none"> Pupil reports Pupil performance records Pupil medical records 	ALL: 25 years from date of birth (subject where relevant to safeguarding considerations). Any material which may be relevant to potential claims should be kept for the lifetime of the pupil.
<ul style="list-style-type: none"> Special educational needs records (to be risk assessed individually) including statements maintained under the Education Act 1996, Sec 324. 	Date of birth plus up to 35 years (allowing for special extensions to statutory limitation period)
<ul style="list-style-type: none"> Advice and information to parents regarding educational needs and Accessibility strategy for pupils 	12 years
<u>SAFEGUARDING</u>	
<ul style="list-style-type: none"> Policies and procedures 	Keep a permanent record of historic policies
<ul style="list-style-type: none"> DBS disclosure certificates (if held) 	No longer than 6 months from decision on recruitment, unless DBS specifically consulted - but a record of the checks being made must be kept, if not the certificate itself.
<ul style="list-style-type: none"> Incident reporting 	Keep on record for as long as any living victim may bring a claim (NB civil claim limitation periods can be set aside in cases of abuse). Ideally, files to be reviewed from time to time if resources allow and a suitably qualified person is available.
<u>HEALTH AND SAFETY</u>	
<ul style="list-style-type: none"> Accessibility Plans 	6 years
<ul style="list-style-type: none"> Accident reporting 	Adults – 3 years Pupils – 25 years
<ul style="list-style-type: none"> Risk Assessments 	3 years
<ul style="list-style-type: none"> Incident reports 	0 years
<u>CORPORATE RECORDS</u>	
<ul style="list-style-type: none"> Certificates of Incorporation 	Permanent (or until dissolution of the company)
<ul style="list-style-type: none"> Minutes, Notes and Resolutions of Boards or Management Meetings 	Minimum - 10 years
<ul style="list-style-type: none"> Shareholder resolutions 	Minimum - 10 years

<ul style="list-style-type: none"> Register of Members/Shareholders 	Permanent (minimum 10 years for ex-members/shareholders)
<ul style="list-style-type: none"> Annual reports 	Minimum - 6 years
<u>ACCOUNTING RECORDS</u>	
<ul style="list-style-type: none"> Accounting records 	Minimum - 3 years (except where still necessary for tax returns)
<ul style="list-style-type: none"> Tax returns 	Minimum - 6 years
<ul style="list-style-type: none"> Budget and internal financial reports 	Minimum - 3 years
<u>CONTRACTS AND AGREEMENTS</u>	
<ul style="list-style-type: none"> Signed or final/concluded agreements 	Minimum - 7 years from completion of contractual obligations or term of agreement, whichever is the later
<ul style="list-style-type: none"> Deeds (or contracts under seal) 	Minimum - 13 years from completion of contractual obligation or term of agreement
<u>INTELLECTUAL PROPERTY RECORDS</u>	
<ul style="list-style-type: none"> Formal documents of title (trade mark or registered design certificates; patent or utility model certificates) 	Permanent (in the case of any right which can be permanently extended, eg trade marks); otherwise expiry of right plus minimum of 7 years.
<ul style="list-style-type: none"> Assignments of intellectual property to or from the school 	As above in relation to contracts (7 years) or, where applicable, deeds (13 years).
<ul style="list-style-type: none"> IP / IT agreements (including software licences and ancillary agreements eg maintenance; storage; development; co-existence agreements; consents) 	Minimum - 7 years from completion of contractual obligation concerned or term of agreement.
<ul style="list-style-type: none"> Recordings of Interactive Lessons. 	Minimum – 1 half term’s recorded date will be stored in the cloud. At half-termly intervals data will be transferred from the cloud into the SMT remote learning folder.
<u>EMPLOYEE / PERSONNEL RECORDS</u>	
<ul style="list-style-type: none"> Single Central Record of employees 	NB this will almost certainly be personal data Keep a permanent record of all mandatory checks that have been undertaken
<ul style="list-style-type: none"> Contracts of employment 	7 years from effective date of end of contract
<ul style="list-style-type: none"> Employee appraisals or reviews 	Duration of employment plus minimum of 7 years
<ul style="list-style-type: none"> Staff personnel file 	As above, but <u>do not delete any information which may be relevant to historic safeguarding claims.</u>
<ul style="list-style-type: none"> Payroll, salary, maternity pay records 	Minimum - 6 years
<ul style="list-style-type: none"> Pension or other benefit schedule records 	6 years

<ul style="list-style-type: none"> • Job application and interview/rejection records (unsuccessful applicants) 	Minimum 3 months but no more than 1 year
<ul style="list-style-type: none"> • Immigration records 	Minimum - 4 years
<ul style="list-style-type: none"> • Health records relating to employees 	7 years from end of contract of employment
<u>INSURANCE RECORDS</u>	
<ul style="list-style-type: none"> • Insurance policies 	50 years (or maximum required to cover historic safeguarding claims)
<ul style="list-style-type: none"> • Correspondence related to claims/ renewals/ notification re: insurance 	Minimum - 7 years
<ul style="list-style-type: none"> • Employer's liability Certificate 	Permanent
<u>ENVIRONMENTAL & HEALTH RECORDS</u>	
<ul style="list-style-type: none"> • Maintenance logs 	10 years from date of last entry
<ul style="list-style-type: none"> • Accidents to children 	25 years from birth (unless safeguarding incident)
<ul style="list-style-type: none"> • Accident at work records (staff) 	Minimum - 4 years from date of accident, but review case-by-case where possible
<ul style="list-style-type: none"> • Staff use of hazardous substances 	Minimum - 7 years from end of date of use
<ul style="list-style-type: none"> • Risk assessments (carried out in respect of above) 	7 years from completion of relevant project, incident, event or activity.