Data Retention Policy

Full School including EYFS

2026/2027

Ibstock Place

CO-EDUCATIONAL DAY SCHOOL

IBSTOCK PLACE SCHOOL

Data Retention Policy

Full School including EYFS

Scope

This policy applies to all pupils (age 4 (EYFS) - 18) and staff at Ibstock Place School (hereinafter 'Ibstock' or 'the School').

Roles and Responsibilities

The Governing Body delegates responsibility to the Head for developing and enacting any required "Good Practice" policies. These policies are non-statutory and do not require ratification by the Governing Body. As such, the Head has delegated accountability and responsibility for the operationalisation of this policy to the Bursar, who ensures the consistent application and implementation of this policy across the School. Staff should follow the expectations set out in this policy.

1. Introduction

Ibstock Place School has a responsibility to maintain its records and record keeping systems. When doing this, the School will take account of the following factors: -

- The most efficient and effective way of storing records and information
- The confidential nature of the records and information stored
- The security of the record systems used
- Privacy and disclosure; and
- Their accessibility

This policy does not form part of any employee's contract of employment and is not intended to have contractual effect. It does, however, reflect Ibstock Place School's current practice, the requirements of current legislation and best practice and guidance. It may be amended by Ibstock Place School from time to time and any changes will be notified to employees within one month of the date on which the change is intended to take effect. Ibstock Place School may also vary any parts of this procedure, including any time limits, as appropriate in any case.

2. Data Protection

This policy sets out how long employment-related and pupil data will normally be held by us and when that information will be confidentially destroyed in compliance with the terms of the UK General Data Protection Regulation (UK GDPR) and the Freedom of Information Act 2000.

Data will be stored and processed to allow for the efficient operation of Ibstock Place School. Ibstock Place School's Data Protection Policy outlines its duties and obligations under the UK GDPR.

3. Retention Schedule

Information (hard copy and electronic) will be retained for at least the period specified in the retention schedule set out below. When managing records, the School will adhere to the standard retention times listed within that schedule.

The retention schedule refers to all records regardless of the media (e.g. paper, electronic, microfilm, photographic etc) in/on which they are stored. All records will be regularly monitored.

4. Destruction of Records

The schedule is a relatively lengthy document listing the many types of records used by the School and the applicable retention periods for each record type. The retention periods are based on business needs and legal requirements.

Where records have been identified for destruction they should be disposed of in an appropriate way. All information must be reviewed before destruction to determine whether there are special factors that mean destruction should be delayed, such as potential litigation, complaints or grievances.

All paper records containing personal information, or sensitive policy information should be shredded before disposal where possible. All other paper records should be disposed of by an appropriate waste paper merchant. All electronic information will be deleted.

Ibstock Place School maintains a database of records which have been destroyed and who authorised their destruction. When destroying documents, the appropriate staff member should record in this list at least: -

- File reference (or other unique identifier)
- File title/description
- Number of files;

- Name of the authorising Officer
- Date destroyed or deleted from system; and
- Person(s) who undertook destruction

5. Retention of Safeguarding Records

Any allegations made that are found to be malicious must not be part of the personnel records.

For any other allegations made, Ibstock Place School must keep a comprehensive summary of the allegation made, details of how the investigation was looked into and resolved and any decisions reached. This should be kept on the personnel files of the accused.

Any allegations made of sexual abuse should be preserved by Ibstock Place School for the term of an inquiry by the Independent Inquiry into Child Sexual Abuse. All other records (for example, the personnel file of the accused) should be retained until the accused has reached normal pension age or for a period of 10 years from the date of the allegation if that is longer. Guidance from the Independent Inquiry Child Sexual Abuse states that prolonged retention of personal data at the request of an Inquiry would not contravene data protection regulation provided the information is restricted to that necessary to fulfil potential legal duties that a School may have in relation to an Inquiry.

Whilst the Independent Inquiry into Child Sexual Abuse is ongoing, it is an offence to destroy any records relating to it. At the conclusion of the Inquiry, it is likely that an indication regarding the appropriate retention periods of the records will be made.

6. Archiving

Where records have been identified as being worthy of preservation over the longer term, arrangements should be made to transfer the records to the archives. A database of the records sent to the archives is maintained by the Bursary. The appropriate staff member, when archiving documents should record in this list the following information: -

- File reference (or other unique identifier)
- File title/description
- Number of files; and
- Name of the authorising officer

7. Transferring 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 or virtual storage centres (such as cloud storage). The lifespan of the media and the ability to migrate data where necessary should always be considered.

8. Transferring Information to Another School

We retain the Pupil's educational record whilst the child remains at the School. We may, when requested, send a report to another school. Once a pupil leaves the School, we retain their educational record for a year following transfer in case any issues arise as a result of the transfer.

We may delay destruction for a further period where there are special factors such as potential litigation.

9. Responsibility and Monitoring

The Data Manager has primary and day-to-day responsibility for implementing this Policy. The Data Protection Officer, Judicium Consulting Limited, in conjunction with Ibstock Place School is responsible for monitoring its use and effectiveness and dealing with any queries on its interpretation. The Data Protection Officer will consider the suitability and adequacy of this policy and report improvements directly to management.

Internal control systems and procedures will be subject to regular audits to provide assurance that they are effective in creating, maintaining and removing records.

Management at all levels are responsible for ensuring those reporting to them are made aware of and understand this Policy and are given adequate and regular training on it.

Emails

Emails accounts are not a case management tool in itself. Generally emails may need to fall under different retention periods (for example, an email regarding a health and safety report will be subject to a different time frame to an email which forms part of a pupil record). It is important to note that the retention period will depend on the content of the email and it is important that staff file those emails in the relevant areas to avoid the data becoming lost.

Pupil Records

All schools, with the exception of independent schools, are under a duty to maintain a pupil record for each pupil. Early Years will have their own separate record keeping requirements. If a child changes school, the responsibility for maintaining the pupil record moves to the next school. We retain the file for a year following transfer in case any issues arise as a result of the transfer.

Queries

Queries on this policy should be directed to the Bursar.

Review and Verification

This policy is reviewed annually by the Bursar.

Appendix

Please see overleaf for Retention Schedule.

Retention Schedule

FILE DESCRIPTION	RETENTION PERIOD
Employment Records	
Job applications and interview records of unsuccessful candidates	Six months after notifying unsuccessful candidates, unless the School has applicants' consent to keep their CVs for future reference. In this case, application forms will give applicants the opportunity to object to their details being retained
Job applications and interview records of successful candidates	6 years after employment ceases
Written particulars of employment, contracts of employment and changes to terms and conditions	6 years after employment ceases
Right to work documentation including identification documents	Kept separately from personnel file and retained for 2 years after employment ceases
Immigration checks	Two years after the termination of employment
DBS checks and disclosures of criminal records forms	As soon as practicable after the check has been completed and the outcome recorded (i.e. whether it is satisfactory or not) unless in exceptional circumstances (for example to allow for consideration and resolution of any disputes or complaints) in which case, for no longer than 6 months.
Change of personal details notifications	No longer than 6 months after receiving this notification
Emergency contact details	Destroyed on termination
Personnel records	While employment continues and up to six years after employment ceases
Annual leave records	Six years after the end of tax year they relate to or possibly longer if leave can be carried over from year to year

Consents for the processing of personal and sensitive data	For as long as the data is being processed and up to 6 years afterwards
Working Time Regulations: • Opt out forms • Records of compliance with WTR	• Two years from the date on which they were entered into • Two years after the relevant period
Disciplinary records	6 years after employment ceases
Grievance records	6 years after employment ceases
Training	6 years after employment ceases or length of time required by the professional body
Staff training where it relates to safeguarding or other child related training	Date of the training plus 40 years (This retention period reflects that the IICSA may wish to see training records as part of a investigation)
Annual appraisal/assessment records	Current year plus 3 years
Professional Development Plans	6 years from the life of the plan
Allegations of a child protection nature against a member of staff including where the allegation is founded	10 years from the date of the allegation or the person's normal retirement age (whichever is longer). This should be kept under review. Malicious allegations should be removed.
Financial and Payroll Records	
Pension records	12 years
Retirement benefits schemes – notifiable events (for example, relating to incapacity)	6 years from the end of the scheme year in which the event took place
Payroll and wage records	6 years after end of tax year they relate to
Maternity/Adoption/Paternity Leave records	3 years after end of tax year they relate to
Statutory Sick Pay	3 years after the end of the tax year they relate to
Current bank details	Until updated plus 3 years
Bonus Sheets	Current year plus 3 years
Time sheets/clock cards/flexitime	Current year plus 3 years

Pupil Premium Fund records	Date pupil leaves the provision plus 6 years
National Insurance (schedule of payments)	Current year plus 6 years
Insurance	Current year plus 6 years
Overtime	Current year plus 3 years
Annual accounts	Current year plus 6 years
Loans and grants managed by the School	Date of last payment on load +6 years if the load is under £10000 or date of last payment on load +12 years if the loan is over £10000
All records relating to the creation and management of budgets	Life of the budget plus 3 years
Invoices, receipts, order books and requisitions, delivery notices	Current financial year plus 6 years
Student Grant applications	Current year plus 3 years
Pupil Premium Fund records	Date pupil leaves the School plus 6 years
School fund documentation (including but not limited to invoices, cheque books, receipts, bank statements etc)	Current year plus 6 years
Free school meals registers (where the register is used as a basis for funding)	Current year plus 6 years
School meal registers and summary sheets	Current year plus 3 years
Agreements and Administration Paperwork	
Collective workforce agreements and past agreements that could affect present employees	Permanently
Trade union agreements	10 yeas after ceasing to be effective
School Development Plans	Life of plan or until plan superseded +3 years. If major changes are made to the plan then an archive copy of previous plans should be retained
Visitors Book and Signing In Sheets	6 years
Newsletters and circulars to staff, parents and pupils	1 year (and the School may decide to archive one copy)

Minutes of Senior Management Team meetings	Date of the meeting plus 3 or as required
Reports created by the Head Teacher or the Senior Management Team.	Date of the report plus a minimum of 3 years or as required
Records relating to the creation and publication of the School prospectus	Current academic year plus 3 years

Health and Safety Records	
Health and Safety consultations	Permanently
Health and Safety Risk Assessments	Life of the risk assessment plus 3 years
Health and safety Policy Statements	Life of policy plus 3 years
Any records relating to any reportable death, injury, disease or dangerous occurrence	Date of incident plus 3 years provided that all records relating to the incident are held on personnel file
Accident reporting records relating to individuals who are under 18 years of age at the time of the incident	Until the child reaches the age of 21
Accident reporting records relating to individuals who are over 18 years of age at the time of the incident	Date of last entry in the accident book +3 years but if there is possibility of negligence allegation then date of incident + 15 years or date of settlement +6 years
Fire precaution log books	Current year plus 6 years
Medical records and details of: - • control of lead at work • employees exposed to asbestos dust • records specified by the Control of Substances Hazardous to Health Regulations (COSHH)	40 years from the date of the last entry made in the record (Control of Substances. Hazardous to Health Regulations (COSHH.); Control of Asbestos at Work Regulations)
Records of tests and examinations of control systems and protection equipment under COSHH	5 years from the date on which the record was made

Temporary and Casual Workers	
Records relating to hours worked and payments made to workers	3 years
Governing Body Documents	
Instruments of government	For the life of the School
Meetings schedule	Current year
Minutes – principal set (signed)	Generally kept for the life of the organisation
Agendas – principal copy	Where possible the agenda should be stored with the principal set of the minutes
Agendas – additional copies	Date of meeting
Policy documents created and administered by the governing body	Until replaced
Register of attendance at full governing board meetings	Date of last meeting in the book plus 6 years
Annual reports required by the Department of Education	Date of report plus 10 years
Records relating to complaints made to and investigated by the governing body or head teacher	Major complaints: current year plus 6 years. If negligence involved: current year plus 15 years. If child protection or safeguarding issues are involved then: current year plus 40 years.
Correspondence sent and received by the governing body or head teacher	General correspondence should be retained for current year plus 3 years.
Records relating to the terms of office of serving governors, including evidence of appointment	Date appointed ceases +6 years except where there have been allegations concerning children. Int his case retain for 25 years.
Register of business interests	Date appointment ceases plus 10 years
Records relating to the training required and received by governors	Date appointment ceases plus 6 years

Records relating to the appointment of a clerk to the governing body	Date on which clerk appointment ceases plus 6 years
Governor personnel files	Date of appointment plus 6 years
Pupil Records	
Registration / Admissions Documents, including Application Forms (this is related to OpenApply and iSAMS)	6 years from date of admissions decision In cases where the date of admissions decision is not available: • 6 years since admissions/enrolment year • 6 years have elapsed since the last time the electronic record has been updated. • Pupil is no longer of school attendance age, (i.e. 19)
Details of whether admission is successful/unsuccessful • Assessments and Assessment results (paper and electronic) • Records of decisions (paper and electronic)	1 year from the date of admission/non-admission. Any data used for statistical purposes should be anonymised within 1 year so that it no longer constitutes personal data in accordance with UK GDPR
Pupil Record	Primary – Retain for 6 years from leaving date Secondary – until the child reaches the age of 25
Attendance Registers	6 years from the date of entry
Correspondence relating to any absence (authorised or unauthorised)	3 years. Similar as the email retention policy.
Special Educational Needs files, reviews and Education, Health and Care Plan, including advice and information provided to parents regarding educational needs and accessibility strategy	Primary School – Maintain SEND files for 6 years. Consideration should be given to the specific context of each pupil and their needs. Secondary School – Date of Birth of the pupil plus 31 years (Education, Health and Care Plan is valid until the individual

	reaches the age of 25 years – the retention period adds an additional 6 years from the end of the plan).
Child protection information (to be held in a separate file).	DOB of the child plus 25 years then review. If aspects of the record relate to child sexual abuse, then these records should be retained indefinitely (based on recommendations left by the IICSA).
Exam results (pupil copy)	This information should be added to the pupil file and retained in line with that record.
Examination results (School's copy)	This information should be added to the pupil file and retained in line with that record.
Matrix Exports from Report Cycles and other data	Retained in line with the pupil record, after that time, for statistical purposes, it should be anonymised so that it no longer constitutes personal data in accordance with UK GDPR.
Report Files	These files are to be retained in line with the Pupil Record.
Allegations of sexual abuse	If the complaint is related to child sexual abuse then indefinitely. (based on recommendations lefty by the IICSA)
Records relating to any allegation of a child protection nature against a member of staff	Until the accused normal retirement age or 10 years from the date of the allegation (whichever is the longer)
Consents relating to School activities as part of UK GDPR compliance (for example, consent to be sent circulars or mailings)	Evidence of consent will be retained whilst the pupil attends the school, or until withdrawn, whichever the shorter.
Pupil's work	Where possible, returned to pupil at the end of the academic year (provided the School have their own internal policy to this effect). Otherwise, the work should be retained for the current year plus 1 year.
Mark books	Current year plus 1 year
Schemes of work	Current year plus 1 year
Timetable	Current year plus 1 year
Class record books	Current year plus 1 year

Record of homework set	Current year plus 1 year
Photographs of pupils	For the time the child is at the School and for a short while after Please note select images may also be kept for longer (for example to illustrate history of the School).
Parental consent forms for School trips where there has been no major incident	End of the trip or end of the academic year (subject to a risk assessment carried out by the School)
Parental permission slips for School trips where there has been a major incident	Retained as part of the accident report
Other Records	
Emails	3 years
CCTV	Between 14 and 30 days
Privacy notices	Until replaced plus 6 years
Inventories of furniture and equipment	Current year plus 6 years
All records relating to the maintenance of the School carried out by contractors or employees of the School	Whilst the building belongs to the School.
Records relating to the letting of School premises	Current financial year plus 6 years
Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations	Current year plus 6 years then review
Referral forms	While the referral is current
Contact data sheets	Current year then review, if contact is no longer active then destroy