



TRIMLEY ST. MARTIN

Retention Schedule

Trimley St Martin Primary School
Created May 2018
Updated March 2022



Trimley St Martin's Retention Schedule

**This retention schedule is based on guidance from the information records management society:
<http://www.irms.org.uk/resources/information-guides/199-rm-toolkit-for-school>. It encompasses records managed by all types of school –*

1 Child Protection							
These retention periods should be used in conjunction with the document <u>Keeping children safe in education</u>							
	Basic file description	DP Issues	Statutory provisions	Retention period	Action at end of the administrative life of the record		Protective marking classification
1.1	Child protection files	Yes	Education Act 2002, s175 <u>Education Act 2002</u>	DOB + 25 years [1]	SHRED or delete securely	Child Protection information must be copied and sent under separate cover to new school/college whilst the child is still under 18 (i.e. the	OFFICIAL SENSITIVE

						information does not need to be sent to a university for example)	
1.2	Allegation of a child protection nature against a member of staff, including where the allegation is unfounded	Yes	<u>Employment Practices Code: Supplementary Guidance</u> 2.13.1 (Records of Disciplinary and Grievance) Education Act 2002 guidance <u>Keeping children safe in education</u>	Until the person's normal retirement age, or 10 years from the date of the allegation whichever is the longer		<u>Keeping children safe in education</u> p35 (Record Keeping)	OFFICIAL SENSITIVE

2 Governors							
	Basic file description	DP Issues	Statutory provisions	Retention period	Action at end of the administrative life of the record		Protective marking classification
2.2	Minutes Inspection copies	No		Date of meeting + 3 years	SHRED or delete securely		OFFICIAL
2.3	Agendas	No		Date of meeting	SHRED		OFFICIAL
2.4	Reports	No		Date of meeting + 6 years	SHRED	Consider transferring to <u>Archives</u>	OFFICIAL
2.5	Annual Patents' meeting papers	No		Date of meeting + 6 years	SHRED	Consider transferring to <u>Archives</u>	OFFICIAL
2.6	Trusts and Endowments	No		Permanent (<i>Retain in school whilst operationally required</i>)	SHRED	Consider transferring to <u>Archives</u>	OFFICIAL
2.7	Action plans	No		Date of meeting + 3 years	SHRED	Consider transferring to <u>Archives</u>	OFFICIAL
2.8	Statutory policy documents	No		Expiry of policy (<i>Retain in school whilst operationally required</i>)	SHRED	Consider transferring to <u>Archives</u> if part of a past decision making process	OFFICIAL
2.9	Complaints files	Yes		Date of resolution of	Retain in school for		OFFICIAL-SENSITIVE

				complaint + 6 years	the first 6 years Review for further retention in the case of contentious disputes SHRED (or delete securely) routine complaints		
2.1 0	Proposals for schools to become, or be established as Specialist Status schools	No		Current year + 3 years	SHRED	Consider transferring to <u>Archives</u>	OFFICIAL

3 Management							
	Basic file description	DP Issues	Statutory provisions	Retention period	Action at end of the administrative life of the record		Protective marking classification
3.1	Log books	Yes [1]		Date of last entry in the book + 6 years	Retain in school for 3 years from date of entry	Consider transferring to <u>Archives</u>	OFFICIAL
3.2	Minutes of the Senior Management Team and other internal administrative bodies	Yes [1]		Date of last entry in the book + 5 years	Retain in school for 5 years from date of meeting	Consider transferring to <u>Archives</u>	OFFICIAL
3.3	Reports made by the Head Teacher or the Management Team	Yes [1]		Date of last entry in the book + 3 years	Retain in school for 3 years from date of meeting	Consider transferring to <u>Archives</u>	OFFICIAL
3.4	Records created by Head Teacher or other members of staff with administrative responsibilities	Yes [1]		Closure of file + 6 years	SHRED or delete securely		OFFICIAL

3.5	Correspondence created by Head Teacher or other members of staff with administrative responsibilities	No		Date of correspondence + 3 years	SHRED or delete securely		OFFICIAL
3.6	Professional development places	Yes		Closure + 6 years	SHRED or delete securely		OFFICIAL
3.7	School development plans	No		Closure + 6 years		Consider transferring to <u>Archives</u>	OFFICIAL
3.8	Admissions - <i>Successful</i>	Yes		Resolution of case + 1 year	SHRED		OFFICIAL-SENSITIVE
3.9	Admissions - <i>Unsuccessful at appeal</i>	Yes		Current year + 1 year	SHRED or delete securely		OFFICIAL-SENSITIVE
3.10	Admissions – Secondary Schools - <i>Casual</i>	Yes		Current year + 1 year	SHRED or delete securely		OFFICIAL-SENSITIVE
3.11	Proofs of address (supplied by parents as part of admissions process)	Yes		Current year + 1 year	SHRED or delete securely		OFFICIAL-SENSITIVE

4 School							
	Basic file description	DP Issues	Statutory provisions	Retention period	Action at end of the administrative life of the record		Protective marking classification
4.1	Admission registers	Yes		Date of last entry in the book (or file) + 6 years	Retain in school for 6 years from date of the last entry	Consider transferring to <u>Archives</u>	OFFICIAL-SENSITIVE
4.2	Attendance registers	Yes	<u>The Education (Pupil Registration) (England) Regulations 2006 (No. 1751)</u>	Date of register + 3 years	SHRED or delete securely		OFFICIAL-SENSITIVE
4.3	Pupil record cards - <i>Primary</i>	Yes		Retain for the time which the pupil remains at the primary school	Transfer to secondary school (or other primary school) when the child leaves the school. In the case of exclusion it may be necessary to transfer the record to		OFFICIAL-SENSITIVE

					the appropriate service.		
4.4	Pupil record cards - <i>Secondary</i>	Yes	<u>Limitation Act 1980</u>	DOB of the pupil + 25 years	SHRED or delete securely		OFFICIAL-SENSITIVE
4.5	Pupil files - <i>Primary</i>	Yes		Retain for the time which the pupil remains at the primary school	Transfer to secondary school (or other primary school) when the child leaves the school. In the case of exclusion it may be necessary to transfer the record to the appropriate service.		OFFICIAL-SENSITIVE
4.6	Pupil files - <i>Secondary</i>	Yes	<u>Limitation Act 1980</u>	DOB of the pupil + 25 years	SHRED or delete securely		OFFICIAL-SENSITIVE

4.7	Special Education Needs files, reviews and Individual Education plans	Yes		DOB of the pupil + 25 years	SHRED or delete securely		OFFICIAL-SENSITIVE
4.8	Letters authorising absence	No		Date of absence + 2 years	SHRED or delete securely		OFFICIAL
4.9	Absence books	Yes		Current year + 6 years	SHRED or delete securely		OFFICIAL-SENSITIVE
4.10	Examination results - <i>Public</i>	No		Year of examination + 6 years	SHRED or delete securely	Any certifications left unclaimed should be returned to the appropriate Examinations Board	OFFICIAL
4.11	Examination results - <i>Internal</i>	Yes		Current year + 5 years	SHRED or delete securely		OFFICIAL
4.12	Any other records created in the course of contact with pupils	Yes		Current year + 3 years	Review at end - allocate a further retention		OFFICIAL-SENSITIVE

					period or SHRED		
4.1 3	Statement maintained under the Education Act 1996 – section 324	Yes	<u>Special Educational Needs and Disability Act 2001</u> (section 1)	DOB + 30 years	SHRED or delete securely - unless legal action is pending		OFFICIAL-SENSITIVE
4.1 4	Proposed statement or amended statement	Yes	<u>Special Educational Needs and Disability Act 2001</u> (section 1)	DOB + 30 years	SHRED or delete securely - unless legal action is pending		OFFICIAL-SENSITIVE
4.1 5	Advice and information to parents regarding educational needs	Yes	<u>Special Educational Needs and Disability Act 2001</u> (section 2)	Closure + 12 years	SHRED or delete securely - unless legal action is pending		OFFICIAL-SENSITIVE
4.1 6	Accessibility strategy	Yes	<u>Special Educational Needs and Disability Act 2001</u> (section 14)	Closure + 12 years	SHRED or delete securely - unless legal action is pending		OFFICIAL-SENSITIVE
4.1 7	Children's SEN files	Yes		DOB of pupil + 25 years	SHRED or delete securely		OFFICIAL-SENSITIVE

					- unless legal action is pending		
4.1 8	Parental permission slips for school trips – <i>where there has been no major incident</i>	Yes		Conclusion of the trip	SHRED or delete securely		OFFICIAL-SENSITIVE
4.1 9	Parental permission slips for school trips – <i>where there has been a major incident</i>	Yes	<u>Limitation Act 1980</u>	DOB of the pupil involved + 25 years The permission slips for all pupils on the trip need to be retained to show that the rules had been followed for all pupils.	SHRED or delete securely		OFFICIAL-SENSITIVE
4.2 0	Records created by schools to obtain approval to run an	No	3 part supplement to the <u>Health & Safety of Pupils on Educational visits (HASPEV) (1998)</u>	Date of visit + 14 years	SHRED or delete securely		OFFICIAL

	Educational Visit outside the Classroom - <i>Primary Schools</i>						
4.2 1	Records created by schools to obtain approval to run an Educational Visit outside the Classroom - <i>Secondary Schools</i>	No	3 part supplement to the <u>Health & Safety of Pupils on Educational visits (HASPEV) (1998)</u>	Date of visit + 10 years	SHRED or delete securely		OFFICIAL
4.2 2	Dinner Register	Yes		Current year + 3 years	SHRED or delete securely		OFFICIAL
4.2 3	School meals summary sheets	Yes		Current year + 3 years	SHRED or delete securely		OFFICIAL
4.2 4	Walking Bus registers	Yes		Date of register + 3 years	SHRED or delete securely		OFFICIAL-SENSITIVE

5 Curriculum							
	Basic file description	DP Issues	Statutory provisions	Retention period	Action at end of the administrative life of the record		Protective marking classification
5.1	Curriculum development	No		Current year + 6 years	SHRED		OFFICIAL
5.2	Curriculum returns	No		Current year + 3 years	SHRED		OFFICIAL
5.3	Schools syllabus	No		Current year + 1 year	Review at end - allocate a further retention period or SHRED		OFFICIAL
5.4	Schemes of work	No		Current year + 1 year	Review at end - allocate a further retention period or SHRED		OFFICIAL
5.5	Timetable	No		Current year + 1 year	Review at end - allocate a further retention period or SHRED		OFFICIAL

5.6	Class record books	No		Current year + 1 year	Review at end - allocate a further retention period or SHRED		OFFICIAL
5.7	Mark books	No		Current year + 1 year	Review at end - allocate a further retention period or SHRED		OFFICIAL
5.8	Record of homework set	No		Current year + 1 year	Review at end - allocate a further retention period or SHRED		OFFICIAL
5.9	Pupil's work	No		Current year + 1 year	Review at end - allocate a further retention period or SHRED		OFFICIAL

5.1 0	Examination results	Yes		Current year + 6 years	SHRED or delete securely		OFFICIAL-SENSITIVE
5.1 1	SATS records	Yes		Current year + 6 years	SHRED or delete securely		OFFICIAL-SENSITIVE
5.1 2	PAN records	Yes		Current year + 6 years	SHRED or delete securely		OFFICIAL-SENSITIVE
5.1 3	Value added records	Yes		Current year + 6 years	SHRED or delete securely		OFFICIAL-SENSITIVE

6 Curriculum							
	Basic file description	DP Issues	Statutory provisions	Retention period	Action at end of the administrative life of the record		Protective marking classification
6.1	Timesheets, sick pay	Yes	<u>Financial regulations</u>	Current year + 6 years	SHRED or delete securely		OFFICIAL
6.2	Staff personal files	Yes		Termination + 7 years	SHRED or delete securely		OFFICIAL
6.3	Interview notes and recruitment records	Yes		Date of interview + 6 months	SHRED or delete securely		OFFICIAL
6.4	Pre-employment vetting information (including DBS checks)	Yes	<u>DBS guidelines</u>	Date of check + 6 months	SHRED or delete securely		OFFICIAL
6.5	Single Central Record	Yes	<u>ISA guidelines</u>	Keep until school closure	Consider transferring to Archives or SHRED or delete securely		OFFICIAL
6.6	Disciplinary proceedings	Yes	Where the warning relates to child protection issues see <u>1.2</u> . If the disciplinary proceedings relate to a child protection matter, contact your safeguarding children offer for further advice.				OFFICIAL-SENSITIVE
6.6 a	Disciplinary proceedings - Warning	Yes		Date of warning + 6 months	SHRED or delete securely		OFFICIAL

	- oral						
6.6 b	Disciplinary proceedings - Warning - <i>written (level one)</i>	Yes		Date of warning + 6 months	SHRED or delete securely		OFFICIAL
6.6c	Disciplinary proceedings - Warning - <i>written (level two)</i>	Yes		Date of warning + 12 months	SHRED or delete securely		OFFICIAL
6.6 d	Disciplinary proceedings - Warning - <i>final</i>	Yes		Date of warning + 18 months	SHRED or delete securely		OFFICIAL
6.6 e	Disciplinary proceedings - Warning - <i>case not found</i>	Yes	Where the warning relates to child protection issues see <u>1.2</u> . Otherwise immediately at conclusion of case SHRED or delete securely				OFFICIAL-SENSITIVE
6.7	Annual appraisal – assessment records	Yes		Current year + 5 years	SHRED or delete securely		OFFICIAL
6.8	Salary records	Yes		SHRED or delete securely			OFFICIAL
6.9	Maternity pay records	Yes	<u>Statutory Maternity Pay (SMP) – General Information</u>	Current year + 3 years	SHRED or delete securely		OFFICIAL

6.1 0	Records held under <u>Retirement Benefits Schemes (Information Powers) Regulations 1995</u>	Yes		Current year + 6 years	SHRED or delete securely	<i>If this is placed in the personal file it must be weeded out.</i>	OFFICIAL
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7 Health & Safety							
	Basic file description	DP Issues	Statutory provisions	Retention period	Action at end of the administrative life of the record		Protective marking classification
7.1	Accessibility plans	No	<u>Disability Discrimination Act 2005</u>	Current year +6 years	SHRED		OFFICIAL
7.2	Accident reporting	No	<u>Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980.</u>				
7.2 a	Accident reporting- - <i>Adults (all accidents)</i>	Yes		Date of incident +7 years	SHRED or delete securely		OFFICIAL-SENSITIVE
7.2 b	Accident reporting- - <i>Children (all accidents)</i>	Yes		DOB of child + 25 years	SHRED or delete securely		OFFICIAL-SENSITIVE
7.3	<u>COSHH</u>	No		Current year + 10 years	SHRED	Review for further retention where appropriate	OFFICIAL
7.4	Incident reports	Yes		Current year + 20 years	SHRED or delete securely		OFFICIAL-SENSITIVE
7.5	Policy statements	No		Date of expiry + 1 year	SHRED		OFFICIAL
7.6	Risk assessments	No		Current year +3 years	SHRED		OFFICIAL

7.7	Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos	No		Last action + 40 years	SHRED		OFFICIAL
7.8	Process of monitoring of areas where employees and persons are likely to have come in contact with radiation	No		Last action + 40 years	SHRED		OFFICIAL
7.9	Fire Precautions log books	No		Current year + 6 years	SHRED		OFFICIAL

8 Administrative							
	Basic file description	DP Issues	Statutory provisions	Retention period	Action at end of the administrative life of the record		Protective marking classification
8.1	Employer's liability certificate	No		Closure of the school + 40 years	SHRED		OFFICIAL
8.2	Inventories of equipment and furniture	No		Current year +6 years	SHRED		OFFICIAL
8.3	General administrative records (records not specifically listed elsewhere)	No		Current year + 5 years	Review to see if further retention is needed or SHRED	Consider transferring to <u>Archives</u>	OFFICIAL
8.4	School brochure or prospectus	No		Current year + 3 years	SHRED	Consider transferring to <u>Archives</u>	OFFICIAL
8.5	Circulars (staff / parents / pupils)	No		Current year + 1 year	SHRED		OFFICIAL
8.6	Newsletters, ephemera	No		Current year + 1 years	Review to see if further retention is needed - or SHRED	Consider transferring to <u>Archives</u>	OFFICIAL
8.7	Visitors book	Yes		Current year + 2 years	Review to see if further retention is	Consider transferring to <u>Archives</u>	OFFICIAL

					needed or SHRED or delete securely		
8.8	PTA / Old pupils associations	Yes		Current year + 6 years	Review to see if further retention is needed or SHRED or delete securely	Consider transferring to <u>Archives</u>	OFFICIAL

9 Finance							
	Basic file description	DP Issues	Statutory provisions	Retention period	Action at end of the administrative life of the record		Protective marking classification
9.1	Annual accounts	No	<u>Financial Regulations</u>	Current year + 6 years	Review to see if further retention is needed or SHRED or delete securely	Consider transferring to <u>Archives</u>	OFFICIAL
9.2	Loans and grants	No	<u>Financial Regulations</u>	Date of last payment on loan + 12 years	Review to see if further retention is needed or SHRED or delete securely	Consider transferring to <u>Archives</u>	OFFICIAL
9.3 a	Contracts - <i>under seal</i>	No		Contract completion date + 12 years	SHRED or delete securely		OFFICIAL
9.3 b	Contracts - <i>under signature</i>	No		Contract completion date + 6 years	SHRED or delete securely		OFFICIAL
9.3c	Monitoring records	No		Current year + 2 years	SHRED or delete securely		OFFICIAL
9.4	Copy orders	No		Current year + 2 years	SHRED or delete securely		OFFICIAL

9.5	Budget reports, budget monitoring, etc.	No		Current year + 3 years	SHRED or delete securely		OFFICIAL
9.6	Invoice, receipts and other records covered by the Financial regulations	No	<u>Financial Regulations</u>	Current year + 6 years	SHRED or delete securely		OFFICIAL
9.7	Annual budget and background papers	No		Current year + 6 years	SHRED or delete securely		OFFICIAL
9.8	Order books and requisitions	No		Current year + 6 years	SHRED or delete securely		OFFICIAL
9.9	Delivery documentation	No		Current year + 6 years	SHRED or delete securely		OFFICIAL
9.10	Debtors' records	No	<u>Limitation Act 1980</u>	Current year + 6 years	SHRED or delete securely		OFFICIAL
9.11	School fund - <i>Cheque book</i>	No		Current year + 3 years	SHRED or delete securely		OFFICIAL
9.11a	School fund - <i>Paying in books</i>	No		Current year + 6 years (the review)	SHRED or delete securely		OFFICIAL
9.11b	School fund - <i>Ledger</i>	No		Current year + 6 years (the review)	SHRED or delete securely		OFFICIAL

9.1 1c	School fund - <i>Invoices</i>	No		Current year + 6 years (the review)	SHRED or delete securely		OFFICIAL
9.1 1d	School fund - <i>Receipts</i>	No		Current year + 6 years (the review)	SHRED or delete securely		OFFICIAL
9.1 1e	School fund - <i>Bank statements</i>	No		Current year + 6 years (the review)	SHRED or delete securely		OFFICIAL
9.1 1f	School fund - <i>School journey books</i>	No		Current year + 6 years (the review)	SHRED or delete securely		OFFICIAL
9.1 2	Free school meals registers	Yes	<u>Financial Regulations</u>	Current year + 6 years	SHRED or delete securely		OFFICIAL-SENSITIVE
9.1 3	Petty case books	No	<u>Financial Regulations</u>	Current year + 6 years	SHRED or delete securely		OFFICIAL

10 Property

	Basic file description	DP Issues	Statutory provisions	Retention period	Action at end of the administrative life of the record		Protective marking classification
10.1	Title deeds	No		Permanent	These should follow the property, unless the property has been registered at the Land Registry	Consider transferring to <u>Archives</u> , if the deeds are no longer needed	OFFICIAL
10.2	Plans	No		Permanent	Retain in school whilst operational	Consider transferring to <u>Archives</u> , if the plans are no longer needed	OFFICIAL-SENSITIVE
10.3	Maintenance and contractors	No	<u>Financial Regulations</u>	Current year + 6 years	SHRED or delete securely		OFFICIAL
10.4	Leases	No		Expiry of lease + 6 years	SHRED or delete securely		OFFICIAL
10.5	Lettings	No		Current year + 3 years	SHRED or delete securely		OFFICIAL

10.6	Burglary, theft and vandalism report forms	Yes		Current year + 6 years	SHRED or delete securely		OFFICIAL
10.7	Maintenance log books	No		Last entry + 10 years	SHRED		OFFICIAL
10.8	Contractors' reports	No		Current year + 6 years	SHRED or delete securely		OFFICIAL

11 Local Education Authority

	Basic file description	DP Issues	Statutory provisions	Retention period	Action at end of the administrative life of the record		Protective marking classification
11.1	Year 6 admission to independent school confirmation letters	Yes		Current year + 2 years	SHRED or delete securely		OFFICIAL-SENSITIVE
11.2	Attendance returns	Yes		Current year + 1 year	SHRED or delete securely		OFFICIAL-SENSITIVE
11.3	Circulars from LEA	No		Whilst required operationally	Review to see if further retention is needed or SHRED or delete securely	Consider transferring to <u>Archives</u>	OFFICIAL

12 Department for Children, Schools and Families

	Basic file description	DP Issues	Statutory provisions	Retention period	Action at end of the administrative life of the record		Protective marking classification
12.1	OFSTED reports and papers	No		Replace former report with any new inspection report	Schools may wish to retain copies for former reports for longer	Consider transferring to <u>Archives</u>	OFFICIAL
12.2	Returns	No		Current year + 6 years	SHRED or delete securely		OFFICIAL-SENSITIVE
12.3	Circulars from Department for Children, Schools and Families	No		Whilst operational required	Review to see if further retention is needed or SHRED	Consider transferring to <u>Archives</u>	OFFICIAL

13 Family Liaison Officers and Parent Support Assistants

	Basic file description	DP Issues	Statutory provisions	Retention period	Action at end of the administrative life of the record		Protective marking classification
13.1	Day books	Yes		Current year + 2 years (then review)	SHRED or delete securely		OFFICIAL-SENSITIVE
13.2	Reports for outside agencies – <i>where the report has been included on the case file created by the outside agency</i>	Yes		Whilst the child is attending the school then destroy	SHRED or delete securely		OFFICIAL-SENSITIVE
13.3	Referral forms	Yes		Whilst referral is current	SHRED or delete securely		OFFICIAL-SENSITIVE
13.4	Contact data sheets	Yes		Current year then review, if contact is no longer active then destroy	SHRED or delete securely		OFFICIAL
13.5	Contact database entries	Yes		Current year then review, if contact is no longer active then destroy	SHRED or delete securely		OFFICIAL

13. 6	Group registers	Yes		Current year + 2 years	SHRED or delete securely		OFFICIAL
13. 7	CAFs	Yes		Current year + 6 years	SHRED or delete securely		OFFICIAL-SENSITIVE

14.1 Early Years Provision (Childcare / Nursery provision, etc.)

Records to be kept by Registered Persons - All Cases

	Basic file description	DP Issues	Statutory provisions	Retention period	Action at end of the administrative life of the record		Protective marking classification
14.1a	Looked After Child (LAC) - <i>contact details, including DOB, of each child who is looked after on the premises</i>	Yes		Closure of setting + 50 years	SHRED or delete securely	These could be required to show whether or not an individual child attended the setting in a child protection investigation	OFFICIAL-SENSITIVE
14.1b	Looked After Child (LAC) - <i>contact details of a parent, or person, of each child who is looked after on the premises</i>	Yes		Termination + 6 years then review	SHRED or delete securely		OFFICIAL-SENSITIVE
14.1c	Looked After Child (LAC) - <i>daily record of children looked after on the premises, their hours of attendance and the names of the</i>	Yes	<u>The Day Care and Child Minding (National Standards) (England) Regulations 2003</u>	Current year + 2 years Unless likely to be needed in a child protection setting then the records should be retained for	SHRED or delete securely		OFFICIAL-SENSITIVE

	<i>persons who looked after them</i>			closure of setting + 50 years			
14.1d	A record of accidents occurring on the premises and incident books relating to other incidents	Yes	<u>The Day Care and Child Minding (National Standards) (England) Regulations 2003</u>	DOB of the child involved in the accident or the incident + 25 years If an adult is injured then the accident book must be kept for 7 years from the date of the incident	SHRED or delete securely		OFFICIAL
14.1e	A record of any medicinal product administered to any child on the premises (including the date, circumstances of administration, by whom it was administered, medicinal	Yes	<u>The Day Care and Child Minding (National Standards) (England) Regulations 2003</u>	DOB of the child being given/taking the medicine + 25 years	SHRED or delete securely		OFFICIAL-SENSITIVE

	products administered, together with a record of parent's consent)						
14.1f	Records of transfer	Yes		One copy is to be given to the parents, one copy transferred to the Primary School where the child is going			OFFICIAL
14.1g	Portfolio of work, observations and so on	Yes		To be sent home with the child			OFFICIAL
14.1h	Birth certificates	Yes		Once the school has seen the birth certificate and recorded the necessary information, the original can be returned to the parents. There is no requirement to keep a copy of			OFFICIAL-SENSITIVE

				the birth certificate.			
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14.2 Early Years Provision (Childcare / Nursery provision, etc.)

Records to be kept by Registered Persons - Day Care (Relates to nursery and child minding provision)

	Basic file description	DP Issues	Statutory provisions	Retention period	Action at end of the administrative life of the record		Protective marking classification
14.2a	The name, address and telephone number of the registered person and every other person living or employed on the premises	Yes		Termination + 6 years (then review)	SHRED or delete securely		OFFICIAL-SENSITIVE
14.2b	A statement of the procedure to be followed in the event of a fire or accident	No		Procedure superseded + 7 years	SHRED		OFFICIAL
14.2c	A statement of the procedure to be followed in the event of a child being lost or not collected	No		Procedure superseded + 7 years	SHRED		OFFICIAL
14.2d	A statement of the procedure to be followed where a parent has a complaint	No		Until superseded	SHRED		OFFICIAL

	about the service being provided by the registered person						
14.2e	A statement of the arrangements in place for the protection of children (including arrangements to safeguard the children from abuse or neglect and procedures to be followed in the event of allegations of abuse or neglect)	Yes		Closure of setting + 50 years <i>(These could be required to show whether or not an individual child attended the setting in a child protection investigation)</i>	SHRED or delete securely		OFFICIAL-SENSITIVE

14.3 Early Years Provision (Childcare / Nursery provision, etc.)

Records to be kept by Registered Persons - Overnight provision – under 2's

	Basic file description	DP Issues	Statutory provisions	Retention period	Action at end of the administrative life of the record		Protective marking classification
14.3a	Emergency contact details for appropriate adult to collect the child if necessary	Yes		Destroy once the child has left the setting <i>(unless the information is collected for anything other than emergency contact)</i>	SHRED or delete securely		OFFICIAL-SENSITIVE
14.3b	Contract (signed by the parent) stating all the relevant details regarding the child and their care (including the name of the emergency contact and confirmation of their agreement)	Yes		Date of birth of the child who is the subject of the contract + 25 years	SHRED or delete securely		OFFICIAL-SENSITIVE

	to collect the child during the night)						
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15 Other Records

Other Records – Administration FINANCE

	Basic file description	DP Issues	Statutory provisions	Retention period	Action at end of the administrative life of the record		Protective marking classification
15.1	Financial records – accounts, statements, invoices, petty cash etc	No		Current year + 6 years	SHRED or delete securely		OFFICIAL

Other Records – Administration INSURANCE

14.4b	Insurance policies – Employers Liability	No	<u>Employers Liability</u> <u>Financial Regulations</u>	The policies are kept for a minimum of 6 years and a maximum of 40 years depending on the type of policy	SHRED		OFFICIAL
14.4c	Claims made against insurance policies – damage to property	Yes		Case concluded + 3 years	SHRED or delete securely		OFFICIAL
14.4d	Claims made against insurance policies – personal injury	Yes		Case concluded + 6 years	SHRED or delete securely		OFFICIAL

Other Records – Administration HUMAN RESOURCES							
14.5a	Personal Files - records relating to an individual's employment history	Yes		Termination + 6 years then review	SHRED or delete securely		OFFICIAL-SENSITIVE
14.5b	Pre-employment vetting information (including DBS checks)	Yes	<u>DBA guidelines</u>	Date of check + 6 months	SHRED or delete securely		OFFICIAL-SENSITIVE
14.5c	Staff training records – general	Yes		Current year + 2 years	SHRED or delete securely		OFFICIAL
14.5d	Training (proof of completion such as certificates, awards, exam results)	Yes		Last action + 7 years	SHRED or delete securely		OFFICIAL
Other Records – Administration PREMISES AND HEALTH AND SAFETY							
14.5e	Premises files (relating to maintenance)	No		Cessation of use of building +7 years then review	SHRED		OFFICIAL
14.5f	Risk Assessments	No		Current year + 3 years	SHRED		OFFICIAL

