



Retention Schedule

Information Description	Retention Period
Employment Records	
Job applications and interview records of successful candidates	6 years after employment ceases
Job applications and interview records of unsuccessful candidates	6 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
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	2 years after employment ceases
Immigration checks	2 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 and training records	While employment continues and up to six years after employment ceases
Annual leave records	6 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: <ul style="list-style-type: none"> - Opt out forms - Records of compliance with WTR 	2 years from the date on which they were entered into 2 years after the relevant period
Disciplinary and training records	6 years after employment ceases
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 & 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	No longer than necessary
AI records relating to Annual Accounts & invoices, receipts, order books and requisitions, delivery notes	Current financial year + 6 years
Records relating to the collection and banking of monies & to the identification and collection of debt	Current financial year + 6 years
All records relating to contracts: <ul style="list-style-type: none"> - Under seal - Under signature - Relating to monitoring of contracts 	Last payment on contract + 12 years Last payment on contract + 6 years Current year + 2 years
Temporary & Casual Workers	
Records relating to hours worked and payments made to workers	3 years
Agreements & Administration Paperwork	
Collective workforce agreements and past agreements that could affect present employees	Permanently
Trade union agreements	10 years after ceasing to be effective
School Development Plans	3 years from the life of the plan
Professional Development Plans	6 years from the life of the plan
Visitors Book and Signing In Sheets	6 years
Newsletters and circulars to staff, parents and pupils	1 year
School Census Returns	Current year + 5 years
Ofsted Reports & papers	Life of report then review
Returns made to Central Government	Current year + 6 years
Governing Body	
Agendas, minutes of meetings	6 years
Records relating to complaints dealt with by the Governing Body	6 years + review if complaint is contentious
Records relating to Governors eg personal details, etc	6 years



School Development / Raising Attainment Plans	3 years
Health & Safety Records	
Health and Safety consultations	Permanently
Health and Safety Risk Assessments	3 years from the life of the risk assessment
Any reportable accident, death or injury in connection with work	For at least 12 years from the date the report was made
Accident reporting	Adults – 6 years from the date of the incident Children – when the child attains 25 years of age
Fire precaution log books	6 years
Medical records (adults) 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
Pupil Records	
Admissions records	1 year from the date of admission
Admissions register	Entries to be preserved for 3 years from date of entry
School Meals Registers	3 years from date of admission
Free School Meals Registers	6 years from start date
Pupil Record	Records transferred to new school when pupil leaves. If the child does not move to another educational setting (e.g. Home Schooled) then the records will be retained until the child turns 25
Statutory Curriculum returns	Current year + 3 years
Attendance Registers	3 years from the date of entry
Medical Books: - minor incidents eg cuts, grazes, bumps, etc - major incidents that are reported	3 years 12 years
Special Educational Needs files, reviews and individual education plans (this includes any statement and all advice and information shared regarding educational needs)	Until the child turns 25
Child Protection Records	The Child Protection records will be passed to the new school (separately from the main pupil record) when the child leaves the school. The school will ensure safe transit and obtain confirmation of receipt. The school will



	retain a copy of the Child Protection records until such a time that the new school acknowledges receipt of the original file.
Implementation of the School Curriculum	
Planning, Schemes of Work, Topic Overviews, etc	Current year + 1 year
Timetables	Current year + 1 year
Pupil's work: <ul style="list-style-type: none"> - English & Maths - All other work 	Retained for Autumn term following transition to next year group Returned to child at end of academic year
Parental consent forms for school trips: <ul style="list-style-type: none"> - Where there hasn't been a major incident - Where there has been a major incident 	Destroy on conclusion of trip DOB of pupil involved + 25 years. Permission slips for all the pupils on the trip need to be retained to show that the rules had been followed for all pupils
Maintenance	
All records relating to: <ul style="list-style-type: none"> - maintenance of school by contractors - maintenance of school by employees including log books 	Current year + 6 years Current year + 6 years

Action at End of Administrative Life of Records: safe and secure disposal eg shredding