



Records Retention Schedule

Broadwaters' Inclusive Learning Community (BILC)

Retention of Records

Broadwaters' Inclusive Learning Community as *data controllers* must be clear about the length of time for which personal data will be kept and the reasons why the information is being retained. In determining appropriate retention periods, regard must be had for any statutory obligations imposed on a data controller. If the purpose for which the information was obtained has ceased and the personal information is no longer required, the data must be deleted or disposed of in a secure manner. It may also be anonymised to remove any personal data. Anonymisation must be irrevocable; removing names and addresses may not necessarily be sufficient.

In order to comply with this legal requirement, Broadwaters' Inclusive Learning Community has assigned specific responsibility and introduced procedures for ensuring that files are purged regularly and securely and that personal data is not retained any longer than is necessary. All records will be periodically reviewed in light of experience and any legal or other relevant indications.

IMPORTANT: In all cases, the school is aware that where proceedings have been initiated, are in progress, or are reasonably foreseeable (although have not yet been taken against the school/Governors /an officer or employee of the school (which may include a volunteer)), all records relating to the individuals and incidents concerned should be preserved and should under no circumstances be deleted, destroyed or purged. The records may be of great assistance to the school in defending claims made in later years.

WARNING: In general, the limitation period does not begin to run until the person concerned acquires knowledge of the facts giving rise to the claim and the Statute of Limitations may be different in every case. In all cases where reference is made to "18 years" being the date upon which the relevant period set out in the Statute of Limitations commences for the purposes of litigation, the school must be aware that in some situations (such as the case of a student with special educational needs, or where the claim relates to child sexual abuse, or where the student has not become aware of the damage which they have suffered, and in some other circumstances), the Statute of Limitations **may not begin to run when the student reaches 18 years of age and specific legal advice should be sought by schools on a case-by-case basis.**

In all cases where retention periods have been recommended with reference to the relevant statutory period in which an individual can make a claim, these time-frames may not apply where there has been misrepresentation, deception or fraud on the part of the respondent/defendant. In such a circumstance, the school should be aware that the claim could arise many years after the incident complained of and the courts/tribunals/employment fora may not consider the complainant to be "out of time" to make their claim.



Student Records	Retention Period
Registers/Roll books	Date of entry + 3 years
Exam results	Current year +6 years

Records relating to pupils/students	Retention Period
Enrolment Forms	Date of birth + 25 years
Student transfer forms (Applies from primary to primary; from one second-level school to another)	Duration child is in school
Disciplinary notes	Duration child is in school
Results of in-school tests/exams (i.e. end of term, end of year exams, assessment results)	Date of birth + 25 years
End of term/year reports	Date of birth + 25 years
Records of school tours/trips, including permission slips, itinerary reports	Date of visit + 14 years
Scholarship applications	Date of birth + 25 years

Sensitive Personal Data Students	Retention Period
Psychological assessments	Date of birth + 25 years
Special Education Needs' files, reviews, correspondence and Individual Education Plans	Date of birth + 25 years
Accident reports	Date of birth + 25 years
Child protection records on child's file	Date of birth + 25 years
Child protection records in separate file	Date of birth + 25 years
Section 29 appeal records	Date of birth + 25 years
Enrolment/transfer forms where child is not enrolled or refused enrolment	Resolution of case + 1 year
Records of complaints made by parents/ guardians	<p>Depends entirely on the nature of the complaint.</p> <ul style="list-style-type: none"> • If it is child-safeguarding, a complaint relating to teacher-handling, or an accident, then retain indefinitely. Never destroy. • If it is a complaint of a more mundane nature (e.g. misspelling of child's name, parent not being contacted to be informed of parent-teacher meeting) or other minor matter, then student reaching 18 years + 7 years



Staff Records	Retention Period
Recruitment process Note: these suggested retention periods apply to unsuccessful candidates only. They do NOT apply to successful candidates, or candidates who are/were also employees already within your school applying for another post/position. For successful candidates, or candidates who are/were also employees already within your school applying for another post/position, see retention periods set out below.	Date of application + 6 months
Applications & CVs of candidates called for interview	Date of application + 6 months
Database of applications	Date of application + 6 months
Selection criteria	Date of application + 6 months
Applications of candidates not shortlisted	Date of application + 6 months
Unsolicited applications for jobs	Date of application + 6 months
Candidates shortlisted but unsuccessful at interview	Date of application + 6 months
Candidates shortlisted and are successful but do not accept offer	Date of application + 6 months
Interview board marking scheme & board notes	Date of application + 6 months
Panel recommendation by interview board	Date of application + 6 months

Staff personnel files (whilst in employment)	Retention Period
e.g. applications, qualifications, references, recruitment, job specification, contract, Teaching Council registration, records of staff training etc.	Duration of employment plus 6 years
Application &/CV	Duration of employment plus 6 years
Qualifications	Duration of employment plus 6 years
References	Duration of employment plus 6 years
Interview: database of applications (the section which relates to the employee only)	Duration of employment plus 6 years
Selection criteria	Duration of employment plus 6 years
Interview board marking scheme & board notes	Duration of employment plus 6 years
Panel recommendation by interview board	Duration of employment plus 6 years
Recruitment medical	Duration of employment plus 6 years
Job specification/description	Duration of employment plus 6 years



Contract/Conditions of employment	Duration of employment plus 6 years
Probation letters/forms	Duration of employment plus 6 years
Applications and correspondence (whether successful or not)	Duration of employment plus 6 years
Leave of absence applications	Duration of employment plus 6 years
Job share	Duration of employment plus 6 years
Career Break	Duration of employment plus 6 years
Maternity leave	Current year + 3 years
Paternity leave	2 years following retirement/resignation or the duration of employment plus 7 years
Parental leave	8 years or the duration of employment plus 7 years
Special leave	8 years or the duration of employment plus 7 years
Working Time Act (attendance hours, holidays, breaks)	Duration of employment plus 6 years
Allegations/complaints	Duration of employment plus 6 years
Grievance and Disciplinary records	Duration of employment plus 6 years

Occupational Health Records	Retention Period
Sickness absence records/certificates	7 years
Pre-employment medical assessment	7 years
Occupational health referral	7 years
Correspondence re retirement on ill-health grounds	7 years
Accident/injury at work reports	Date of incident + 12 years
Medical assessments or referrals	7 years
Sick leave records (sick benefit forms)	Current year plus 7 years

Superannuation /Pension /Retirement records	Retention Period
Records of previous service	Duration of employment + 7 years, or for the life of employee/former employee plus + 7 years
Pension calculation	Duration of employment + 7 years, or for the life of employee/former employee plus + 7 years
Pension increases	Duration of employment + 7 years, or for the life of employee/former employee plus + 7 years
Salary claim forms	Duration of employment + 7 years, or for the life of employee/former employee plus + 7 years



Government returns	Retention Period
Any returns which identify individual staff/pupils	<p>Depends upon the nature of the return</p> <ul style="list-style-type: none"> • If it relates to pay/pension/benefits of staff, keep indefinitely as per DfE guidelines • If it relates to information on students, e.g. October Returns, Annual Census etc., keep in line with “Student Records” guidelines above.

Governor Records	Retention Period
Governor agenda and minutes	7 years
School closure	On school closure, records should be transferred as per <u>Records Retention in the event of school closure/amalgamation</u> .

Other school based reports/minutes	Retention Period
CCTV recordings	28 days in the normal course, but longer on a case-by-case basis e.g. where recordings/images are requested as part of an investigation or where the records /images capture issues such as damage/vandalism to school property and where the images/recordings are retained to investigate those issues.
Headteacher’s report including staff absences	7 years

Promotion process	Retention Period
Posts of Responsibility	Duration of employment + 7 years
Calculation of service	Duration of employment + 7 years
Promotions	Duration of employment + 7 years
Promotions	Retain original on personnel file in line with retention periods in “Staff Records” retention guidelines above
Appeal documents	Duration of employment + 7 years