



**Shaw
Education
Trust**

Data Retention Schedule

| | |
|------------------|---------------|
| Document Owner | Chris Spender |
| Approved By: | Trust Board |
| Queries to | Chris Spender |
| Review Interval: | Annual |

Retention of pupil records and other pupil-related information

| Type of file | Retention period | Action taken after retention period ends |
|--|---|--|
| Personal identifiers, contacts and personal characteristics | | |
| Images used for identification purposes | For the duration of the event/activity, or whilst the pupil remains at the Academy, whichever is less, plus one month | Securely disposed of |
| Images used in displays in Academy | Whilst the pupil is at the Academy | Securely disposed of |
| Images used for marketing purposes, social media or other | In line with the consent period | Securely disposed of |
| Biometric data | For the duration of the event/activity, or whilst the pupil remains at Academy, whichever is less, plus one month | Securely disposed of |
| Postcodes, names and characteristics | Whilst the pupil is at Academy, plus five years | Securely disposed of |
| House number and road | For the duration of the event/activity, plus one month | Securely disposed of |
| Admissions | | |
| Register of admissions | Whilst the pupil remains at the Academy, plus one year | Information is reviewed and the register may be kept permanently |
| Admissions appeals | Whilst the pupil remains at the Academy, plus five years | Securely disposed of |

| | | |
|--|--|----------------------|
| [Secondary Academics only] Secondary Academy admissions | Whilst the pupil remains at the Academy, plus one year | Securely disposed of |
| Proof of address (supplied as part of the admissions process) | Whilst the pupil remains at the Academy, plus one year | Securely disposed of |
| Supplementary information submitted, including religious and medical information etc. (where the admission was successful) | Whilst the pupil remains at the Academy, plus one year | Securely disposed of |
| Supplementary information submitted, including religious and medical information etc. (where the admission was not successful) | Whilst the pupil remains at the Academy, plus five years | Securely disposed of |

Pupils' educational records

| | | |
|--|--|---|
| [Primary Academics only] Pupils' educational records | Whilst the pupil remains at the Academy | Transferred to the next destination – if this is an independent Academy, home-Schooling or outside of the UK, the file will be kept by the LA and retained for the statutory period |
| [Secondary Academics only] Pupils' educational records | 25 years after the pupil's date of birth, with their personal data removed | Securely disposed of |

| | | |
|-------------------------------------|---|--|
| <p>Public examination results</p> | <p>Added to the pupil's record and transferred to next Academy</p> <p>Copies with pupils' names are held whilst the pupil is at Academy, plus five years</p> <p>Copies with pupils' names removed are held for 25 years after the pupil's date of birth</p> | <p>Returned to the examination board</p> |
| <p>Internal examination results</p> | <p>Added to the pupil's record and</p> | <p>Securely disposed of</p> |
| | <p>transferred to next Academy</p> <p>Copies with the pupil's personal data are held whilst the pupil is at Academy, plus five years</p> <p>Copies with personal data removed are held for 25 years after the pupil's date of birth</p> | |
| <p>Behaviour records</p> | <p>Added to the pupil's record and transferred to the next Academy</p> <p>Copies are held whilst the pupil is at Academy, plus one year</p> | <p>Securely disposed of</p> |

| | | |
|---|---|---------------------------------|
| Exclusion records | <p>Added to the pupil's record and transferred to the next Academy</p> <p>Copies are held whilst the pupil is at Academy, plus one year</p> | Securely disposed of |
| Child protection information held on a pupil's record | Stored in a sealed envelope for the same length of time as the pupil's record | Securely disposed of – shredded |
| Child protection records held in a separate file | 25 years after the pupil's date of birth | Securely disposed of – shredded |

Attendance

| | | |
|-----------------------------|---|----------------------|
| Attendance registers | Whilst the pupil remains at Academy, plus one year | Securely disposed of |
| | Non-identifiable summary statistics are held after the initial retention period for 25 years after the pupil's date of birth | |
| Letters authorising absence | <p>Whilst the pupil remains at Academy, plus one year</p> <p>Non-identifiable summary statistics are held after the initial retention period for 25 years after the pupil's date of birth</p> | Securely disposed of |

Medical information and administration

| | | |
|---|--|----------------------|
| Permission slips | For the duration of the period that medication is given, plus one month | Securely disposed of |
| Medical conditions – ongoing management | Added to the pupil's record and transferred to the next Academy Copies held whilst the pupil is at Academy, plus one year | Securely disposed of |
| Medical incidents that have a behavioural or safeguarding influence | Added to the pupil's record and transferred to the next Academy Copies held whilst the pupil is at Academy, plus 25 years | Securely disposed of |

SEND

| | | |
|---|--|---|
| SEND files, reviews and individual education plans | 25 years after the pupil's date of birth (as stated on the pupil's record) | Information is reviewed and the file may be kept for longer than necessary if it is required for the Academy to defend themselves in a 'failure to provide sufficient education' case |
| An EHC plan maintained under section 37 of the Children and Families Act 2014 (and any amendments to the statement or plan) | 25 years after the pupil's date of birth (as stated on the pupil's record) | Securely disposed of, unless it is subject to a legal hold |
| Information and advice provided to parents regarding SEND | 25 years after the pupil's date of birth (as stated on the pupil's record) | Securely disposed of, unless it is subject to a legal hold |
| Accessibility strategy | 25 years after the pupil's date of birth (as stated on the pupil's record) | Securely disposed of, unless it is subject to a legal hold |

Curriculum management

| | | |
|--|--|----------------------|
| SATs results | 25 years after the pupil's date of birth (as stated on the pupil's record) | Securely disposed of |
| Examination papers | Until the appeals/validation process has been completed | Securely disposed of |
| Published Admission Number (PAN) reports | Current academic year, plus six years | Securely disposed of |
| Valued added and contextual data | Current academic year, plus six years | Securely disposed of |
| Self-evaluation forms | Current academic year, plus six years | Securely disposed of |

| | | |
|--------------|--|----------------------|
| Pupils' work | Returned to pupils at the end of the academic year, or retained for the current academic year, plus one year | Securely disposed of |
|--------------|--|----------------------|

| Extra-curricular activities | | |
|---|---|----------------------|
| Field file – information taken on Academy trips | <p>Until the conclusion of the trip, plus one month</p> <p>Where a minor incident occurs, field files are added to the core system as appropriate</p> | Securely disposed of |
| Financial information relating to Academy trips | Whilst the pupil remains at Academy, plus one year | Securely disposed of |
| Parental consent forms for Academy trips where no major incident occurred | Until the conclusion of the trip | Securely disposed of |
| Parental consent forms for Academy trips where a major incident occurred | 25 years after the pupil's date of birth on the pupil's record (permission slips of all pupils on the trip will also be held to show that the rules had been followed for all pupils) | Securely disposed of |
| Walking bus registers | Three years from the date of the register being taken | Securely disposed of |
| Educational visitors in Academy – sharing of personal information | Until the conclusion of the visit, plus one month | Securely disposed of |

Family liaison officers and home-Academy liaison assistants

| | | |
|------------------------------|---|--|
| Day books | Current academic year, plus two years | Reviewed and destroyed if no longer required |
| Reports for outside agencies | Duration of the pupil's time at Academy | Securely disposed of |
| Referral forms | Whilst the referral is current | Securely disposed of |
| Contact data sheets | Current academic year | Reviewed and destroyed if no longer active |
| Contact database entries | Current academic year | Reviewed and destroyed if no longer required |
| Group registers | Current academic year, plus two years | Securely disposed of |

Catering and free Academy meal management

| | | |
|---------------------|---|----------------------|
| Meal administration | Whilst the pupil is at Academy, plus one year | Securely disposed of |
| Meal eligibility | Whilst the pupil is at Academy, plus five years | Securely disposed of |

1. Retention of staff records

| Type of file | Retention period | Action taken after retention period ends |
|---|---|---|
| Operational | | |
| Staff members' personal file | Termination of employment, plus six years | Securely disposed of |
| Timesheets | Current academic year, plus six years | Securely disposed of |
| Annual appraisal and assessment records | Current academic year, plus five years | Securely disposed of |
| Recruitment | | |
| Records relating to the appointment of a new Principal | Date of appointment, plus six years | Securely disposed of |
| Records relating to the appointment of new members of staff (unsuccessful candidates) | Date of appointment of successful candidate, plus six months | Securely disposed of |
| Records relating to the appointment of new members of staff (successful candidates) | Relevant information added to the member of staff's personal file and other information retained for six months | Securely disposed of |
| DBS certificates | Up to six months | Securely disposed of |
| Proof of identify as part of the enhanced DBS check | After identity has been proven | Reviewed and a note kept of what was seen and what has been checked – if it is necessary to keep a copy this will be placed on the staff member's personal file, if not, securely disposed of |
| Evidence of right to work in the UK | Added to staff personal file or, if kept separately, termination of employment, plus no longer than two years | Securely disposed of |

Disciplinary and grievance procedures

| | | |
|---|--|--|
| <p>Child protection allegations, including where the allegation is unproven</p> | <p>Added to staff personal file, and until the individual's normal retirement age, or 10 years from the date of the allegation – whichever is longer</p> <p>If allegations are malicious, they are removed from personal files</p> | <p>Reviewed and securely disposed of – shredded</p> |
| <p>Any type of formal warning</p> | <p>The warning will remain active for 6 months and it should be disregarded for disciplinary purposes after this period (Discipline Policy)</p> | <p>Detail of the warning should remain in place for the length of the life of the file +6 years (if they leave) as per the other documentation. After this, it should be securely disposed</p> |
| <p>Records relating to unproven incidents</p> | <p>Conclusion of the case, unless the incident is child protection related and is disposed of as above</p> | <p>Securely disposed of</p> |

2. Retention of senior leadership and management records

| Type of file | Retention period | Action taken after retention period ends |
|--|--|--|
| Academy Council | | |
| Agendas for Academy Council meetings | One copy alongside the original set of minutes – all others disposed of without retention | Securely disposed of |
| Original, signed copies of the minutes of Academy Council meetings | Permanent | If unable to store, these will be provided to the county archives service |
| Inspection copies of the minutes of Academy Council meetings | Date of meeting, plus three years | Shredded if they contain any sensitive and personal information |
| Reports presented to the Academy Council | Minimum of six years, unless they refer to individual reports – these are kept permanently | Securely disposed of or, if they refer to individual reports, retained with the signed, original copy of minutes |
| Meeting papers relating to the annual parents' meeting | Date of meeting, plus a minimum of six years | Securely disposed of |
| Instruments of government, including articles of association | Permanent | If unable to store, these will be provided to the county archives service |
| Trusts and endowments managed by the Academy Council | Permanent | Retained in the Academy whilst it remains open, then provided to the county archives service when the Academy closes |
| Action plans created and administered by the Academy Council | Duration of the action plan, plus three years | Securely disposed of |
| Policy documents created and administered by the Academy Council | Duration of the policy, plus three years | Securely disposed of |
| Records relating to complaints dealt with by the Academy Council | Date of the resolution of the complaint, plus a minimum of six years | Reviewed for further retention in case of contentious disputes, then securely disposed of |

| | | |
|---|--|----------------------|
| Annual reports created under the requirements of The Education (Academy Councillors' Annual Reports) (England) (Amendment) Regulations 2002 | Date of report, plus 10 years | Securely disposed of |
| Proposals concerning changing the status of the Academy | Date proposal accepted or declined, plus three years | Securely disposed of |

| Principal and senior leadership team (SLT) | | |
|--|---|--|
| Log books of activity in the Academy maintained by the Principal | Date of last entry, plus a minimum of six years | Reviewed and offered to the county archives service if appropriate |
| Minutes of SLT meetings and the meetings of other internal administrative bodies | Date of the meeting, plus three years | Reviewed and securely disposed of |
| Reports created by the Principal or SLT | Date of the report, plus a minimum of three years | Reviewed and securely disposed of |
| Records created by the Principal, deputy Principal, heads of year and other members of staff with administrative responsibilities | Current academic year, plus six years | Reviewed and securely disposed of |
| Correspondence created by the Principal, deputy Principal, heads of year and other members of staff with administrative responsibilities | Date of correspondence, plus three years | Reviewed and securely disposed of |
| Professional development plan | Duration of the plan, plus six years | Securely disposed of |
| Academy development plan | Duration of the plan, plus three years | Securely disposed of |

3. Retention of health and safety records

| Type of file | Retention period | Action taken after retention period ends |
|--|--|--|
| Health and safety | | |
| Health and safety policy statements | Duration of policy, plus three years | Securely disposed of |
| Health and safety risk assessments | Duration of risk assessment, plus three years | Securely disposed of |
| Records relating to accidents and injuries at work | Date of incident, plus 12 years. In the case of serious accidents, a retention period of 15 years is applied | Securely disposed of |
| Accident reporting – adults | Date of the incident, plus six years | Securely disposed of |
| Accident reporting – pupils | 25 years after the pupil's date of birth, on the pupil's record | Securely disposed of |
| Control of substances hazardous to health | Current academic year, plus 40 years | Securely disposed of |
| Information relating to areas where employees and persons are likely to come into contact with asbestos | Date of last action, plus 40 years | Securely disposed of |
| Information relating to areas where employees and persons are likely to come into contact with radiation | Date of last action, plus 50 years | Securely disposed of |
| Fire precautions log books | Current academic year, plus six years | Securely disposed of |

4. Retention of financial records

| Type of file | Retention period | Action taken after retention period ends |
|--|---|---|
| Payroll pensions | | |
| Maternity pay records | Current academic year, plus three years | Securely disposed of |
| Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995 | Current academic year, plus six years | Securely disposed of |
| Risk management and insurance | | |
| Employer's liability insurance certificate | Closure of the Academy, plus 40 years | Securely disposed of |
| Asset management | | |
| Inventories of furniture and equipment | Current academic year, plus six years | Securely disposed of |
| Burglary, theft and vandalism report forms | Current academic year, plus six years | Securely disposed of |
| Accounts and statements including budget management | | |
| Annual accounts | Current academic year, plus six years | Disposed of against common standards |
| Loans and grants managed by the Academy | Date of last payment, plus 12 years | Information is reviewed then securely disposed of |
| All records relating to the creation and management of budgets | Duration of the budget, plus three years | Securely disposed of |
| Invoices, receipts, order books, requisitions and delivery notices | Current financial year, plus six years | Securely disposed of |
| Records relating to the collection and banking of monies | Current financial year, plus six years | Securely disposed of |
| Records relating to the identification and collection of debt | Current financial year, plus six years | Securely disposed of |
| Contract management | | |
| All records relating to the management of contracts under seal | Last payment on the contract, plus 12 years | Securely disposed of |

| | | |
|---|--|----------------------|
| All records relating to the management of contracts under signature | Last payment on the contract, plus six years | Securely disposed of |
| All records relating to the monitoring of contracts | Current academic year, plus two years | Securely disposed of |
| Academy fund | | |
| Cheque books, paying in books, ledgers, invoices, receipts, bank statements and journey books | Current academic year, plus six years | Securely disposed of |
| Academy meals | | |
| Free Academy meals registers | Current academic year, plus six years | Securely disposed of |
| Academy meals registers | Current academic year, plus three years | Securely disposed of |
| Academy meals summary sheets | Current academic year, plus three years | Securely disposed of |

5. Retention of other Academy records

| Type of file | Retention period | Action taken after retention period ends |
|---|--|---|
| Property management | | |
| Title deeds of properties belonging to the Academy | Permanent | Transferred to new owners if the building is leased or sold |
| Plans of property belonging to the Academy | For as long as the building belongs to the Academy | Transferred to new owners if the building is leased or sold |
| Leases of property leased by or to the Academy | Expiry of lease, plus six years | Securely disposed of |
| Records relating to the letting of Academy premises | Current financial year, plus six years | Securely disposed of |
| Maintenance | | |
| All records relating to the maintenance of the Academy carried out by contractors | Current academic year, plus six years | Securely disposed of |

| | | |
|--|---|--------------------------------------|
| All records relating to the maintenance of the Academy carried out by Academy employees | Current academic year, plus six years | Securely disposed of |
| Operational administration | | |
| General file series | Current academic year, plus five years | Reviewed and securely disposed of |
| Records relating to the creation and publication of the Academy brochure and/or prospectus | Current academic year, plus three years | Disposed of against common standards |
| Records relating to the creation and distribution of circulars to staff, parents or pupils | Current academic year, plus one year | Disposed of against common standards |
| Newsletters and other items with short operational use | Current academic year plus one year | Disposed of against common standards |
| Visitors' books and signing in sheets | Current academic year, plus six years | Reviewed then securely disposed of |
| Records relating to the creation and management of parent-teacher associations and/or old pupil associations | Current academic year, plus six years | Reviewed then securely disposed of |



Shaw Education Trust

Shaw Education Trust Head Office,
Kidsgrove Secondary School,
Gloucester Road,
Kidsgrove,
ST7 4DL

| | |
|----------|----------------------------|
| Twitter | @ShawEduTrust |
| LinkedIn | @ShawEducationTrust |
| Call | 01782 948259 |
| Email | info@shaw-education.org.uk |
| Visit | shaw-education.org.uk |

**Pupil &
people
centred**

**Act with
integrity**

**Be
innovative**

**Be best
in class**

**Be
accountable**