

OAKDENE PRIMARY SCHOOL

Disposal of Records Schedule



Disposal of Records Schedule

For

Oakdene Primary School

| Document History | |
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Section 1 – Introduction

1. Functions of Oakdene Primary School

Oakdene Primary School begins caring for your child as soon as your family walks through the door. We believe that each step of your child's education is as important as the one before. With this in mind, we continue to provide inspiring and memorable learning experiences throughout their learning journey. We recognise that children learn in different ways, that they learn best when their emotions are engaged and that learning should be fun, creative and relevant. Our outstanding curriculum provides a wealth of stimulating learning opportunities that are underpinned by key basic - a *truly winning formula and a clear pathway to future success*

2. Purpose of Disposal Schedule

This disposal schedule identifies the disposal arrangements for all records created by Oakdene Primary School. **Any records in MIS System (SIMS) are being managed by One-IT SIMS. Minimum retention periods for these records in SIMS are being adhered to. It is not necessary for schools to delete specific items of data from the SIMS system at this time.**

3. Categories of Disposal

- Destruction
- Review
- Permanent preservation

Section 2 – Operation of this Disposal of Records Schedule

1. Close

Manual records should be closed as soon as they have ceased to be of active use other than for reference purposes. When a file is due to be closed the appropriate member of staff should consult the disposal schedule and mark the front cover of the file, indicating the date on which the file can be destroyed, or whether it should be subject to the normal review procedures. Closing a file simply means that no further papers can be added but the file can be used for reference.

2. Minimum Retention Period

The minimum retention period required for each type of record is calculated from the point the file/record is closed.

3. Destroy

Where the disposal action is 'Destroy' the records should be kept for the period stated and then destroyed by the school in accordance with the directions on recycling and shredding. A record must be maintained of the files that have been destroyed.

4. Review

Where the disposal action is 'Normal Review' the file will be subject to the normal review processes. The First Review of the file takes place 5 years from the date of the last paper on the file and should not be later than 10 years from the opening of the file. Records of long-term administrative use need not be brought forward for the First Review. This will be initiated by an appropriate official at the discretion of the school. The review procedures are as follows: -

- (a) A member of staff should carry out a first review of each file based solely on its administrative value.

- (b) The reviewing officer should keep a record of files that he/she wishes to keep for administrative purposes. This first review monitoring procedure will help to ensure that all types of files or file series have been covered in the disposal schedule or, if such files have been created since the disposal schedule was established, they can be added to a revised schedule.

5. Permanent Preservation

Where the disposal action is Permanent Preservation the records are exempt from the normal review procedures. In some cases the Public Record Office will seek transfer of files that are marked for permanent preservation.

6. Commitment to preserving files/records

Oakdene Primary School declares that it will take measures to ensure that the records it creates will be physically well maintained and cared for while they are in its custody (i.e. until either destroyed or retained for permanent preservation).

7. Roles and Responsibilities

The Executive Head Teacher is responsible for ensuring that records and information systems in their areas conform to this policy and to the requirements of legislation. **All members of staff** are responsible for documenting their actions and decisions in the records and for maintaining the records in accordance with good records management practice.

The role of the **appointed member of staff** is to ensure compliance with Records Management standards within their area of responsibility, and to co-ordinate activities aimed at ensuring that information is recorded, stored, managed and disposed of both effectively and legally.

Section 3 – Definitions of Records held by Oakdene Primary School in respect of each of its Functional Business Areas.

There are six main functional business areas for which Oakdene Primary School keeps records as follows:

1. Management and Organisation
2. Legislation & Guidance
3. Pupils
4. Staff
5. Finance
6. Health & Safety

The records contained within these functional areas provide evidence and information about its business activities that are important for the efficient operation of the school.

1. Management and Organisation

This category includes the main records which the School holds in relation to the management and organisation of the school. Typical records would include the minutes of the Board of Governors, the Senior Management Team and Parent/Teachers Association meetings which record the major decision making processes of the school. Also included are records detailing development, planning and curriculum policies as well as those that demonstrate how the school reports to its parents and other organisations. Records include the School Development Plan, the School Prospectus, Curriculum policies, Annual Report, Emergency Planning and Business

Continuity Plan along with the records of meetings, minutes, and policies documenting the decisions and actions taken within this business function.

2. Legislation and Guidance from DFE

Files maintained under this heading contain papers relating to legislation e.g. the Circulars, Guidance, Bulletins from the Dept of Education etc. Correspondence in connection with Statistical Returns and documents relating to Dept of Education Inspections and Reports.

3. Pupils

Pupil Files contain vitally important records which, not only, capture the progress of the student throughout their time at the school, but also document their personal details and information beneficial to their well being within the school environment. Such records would include Admission Data, Attendance of the pupils at the school, Timetables and Class Groupings, Education/Progress Reports of pupils, Special Education Needs documentation, Child Protection information, Disciplinary Action taken, Examination Results, Careers Advice, School Trips details and Medical Records (details of medical conditions where medicines are required to be administered at school).

4. Staff

Records in this category refer to be those required for the Human Resources Management function within the school. These include Staff Personnel records (recruitment, interview notes, appointments, training, staff development etc), Staff Salary Records, Staff Induction, Sickness Records, Staff Performance Review, Substitute Teacher Records and Student Teachers on Teaching Practice etc.

5. Finance

This business function within the school maintains records for a range of finance activities such as Annual Budgets, Budget Monitoring, Annual Statement of Accounts, Procurement, Tender Information and Prices, Reconciliation of Invoices, Audit Reports etc.

6. Health & Safety

The health and safety of children and staff are of paramount importance in the school and such records to support this are kept e.g. Accident/Incident Book, Legal/Accident/Incident Forms, Risk Assessments, Fire Procedure, CCTV, Security System Files, Health and Safety Policy Statement.

SECTION 4 - SCHOOL DISPOSAL SCHEDULE

1. Management & Organisation

| Record | File Action | Minimum Retention Period | Action After Retention |
|--|---|---|---|
| Board of Governors – general correspondence | Close at end of current school year | Permanent | Permanent Preservation |
| BOG Meetings Minutes (master) | Close at end of current school year | Permanent | Archive |
| BOG Meetings Minutes (inspection copies held by individuals) | Close at end of current school year | Date of meeting + 3 years | Destroy |
| Senior Management Team-Meeting Minutes | Close at end of current school year | Date of meeting + 5 years | Destroy |
| Staff Meeting Minutes | Close at end of current school year | Normal Review | Determination on Review |
| School Development Plan | Retain whilst valid – close when superseded | Closure + 6 years | Destroy |
| Curriculum Policies etc | | Until superseded | Keep 1 copy of previous policies and destroy all others |
| Policy Statements (Data Protection, Internet, Health & Safety, Child Protection, Equality etc) | | Review regularly & retain latest version Older versions: date of expiry + 1 year | Destroy |
| PTA – minutes and general correspondence | Close at end of current school year | Normal Review | Determine on Review |
| Visitors Book | Close at end of current school year | End of current year + 2 years | Archive |
| Circulars to Staff, Parents and | Close at end of current | End of current year + 2 | Destroy |

| | | | |
|---|--|---|--------------------------------|
| Pupils | school year | years | |
| Prospectus | Issued every academic year | 6 years | Destroy |
| Comments/Complaints | Close at end of current school year | Date of resolution of complaint + 6 years | Archive |
| Annual Report | Issued every academic year | Date of Report + 10 years | Permanent Preservation |
| School Fund | Close at end of current financial year | Current financial year + 6 years | Destroy |
| Copyright | | During validity | ELB's may hold actual licences |
| Emergency Planning/Business Continuity Plan | | Until superseded | Destroy |

2. Legislation and Guidance from DFE

| Record | File Action | Minimum Retention Period | Action After Retention |
|---|--------------------|---------------------------------|-------------------------------|
| Education | | Until superseded | Destroy |
| Circulars, Guidance, Bulletins from DFE | | During validity | Destroy |
| Correspondence re: Statistical Returns to DFE | | 6 school years | Destroy |
| DFE Reports, Ofsted Inspections | | Normal Review | Permanent Preservation |

3. Pupils

| Record | File Action | Minimum Retention Period | Action After Retention |
|--|---|---|----------------------------------|
| Pupil Admission Data | Close when register ceases to be used | 10 years from date Register ceased to be used | Destroy |
| Applications for enrolment | Close at end of school year in which application received | 3 years after enrolment | Destroy |
| Pupil Attendance Registers | Close when register ceases to be used | Date of Register + 3 Years | Offer for Permanent Preservation |
| Pupil Education Records - School/Progress Reports etc | Close when pupil leaves school | Until pupil is 22 years old | Destroy |
| Special Education Needs | Close when pupil leaves school | Until Pupil is 25 years old | Destroy |
| Child Protection | Retain in secure, confidential storage | Normal Review | Permanent Preservation |
| Disciplinary Action (Suspension/Expulsion)/Offences – bullying | Close when pupil leaves school | Until pupil is 22 years old | Destroy |
| Timetables + Class Groupings | | Current School year + 1 Year | Destroy |
| Examination Results | Close at end of current academic year | Current School Year + 6 years | Destroy |
| Careers Advice | Close at end of current academic year | 6 years | Destroy |
| School Meals returns | Close at end of current financial year | Current financial year + 6 years | Destroy |
| Free Meals registers | Close at end of current | Current financial year + 6 | Destroy |

| | | | |
|---|--|--|-------------------------|
| | financial year | years | |
| School Trips – Financial & Administration details | Close at end of current financial year | Current financial year + 6 years | Destroy |
| School Trips-Attendance/Staff Supervision etc | Close on completion of trip | 8 years | Destroy |
| Drug Abuse | | General reference material – keep whilst valid. | Destroy when superseded |
| Reports of Stolen/Damaged Items | Close at end of current academic year | 7 years | Destroy |
| Medical Records – records of pupils with medical conditions and details for the administration of drugs when necessary. | Close when pupil leaves school | Until pupil is 22years old or in the case of a Special Needs pupil, until 25 years old | Destroy |

4. Staff

| Record | File Action | Minimum Retention Period | Action After Retention |
|---|--|---|-------------------------------|
| Staff Personnel Records (including recruitment, interview notes, appointment details, training, staff development etc.) | Close when member of staff leaves school | During validity +7 years after leaving employment | Destroy |
| Staff Salary Records | Close at end of current financial year | Last Day of Employment + 85 Years | Archive For Pension purposes |
| Staff Sickness Records (copies of Medical Certs) | Close at end of current academic year | Current academic year + 6 years | Destroy |
| Substitute Teacher Records | Close at end of current academic year | Current academic year + 6 years | Destroy |
| Substitute Staff Records-non teaching (cover for nursery assistants) | Close at end of current academic year | Current academic year + 6 years | Destroy |
| Student Records-non teaching (e.g. nursery assistant students & pupils from schools on work experience) | Close at end of current academic year | Current academic year + 6 years | Destroy |
| Student Teachers on Teaching Practice – student teacher progress | Close at end of current academic year | Current academic year + 6 years | Destroy |
| Procedures for Induction of Staff | | Until superseded | Destroy |
| Staff/Teacher's Attendance Records | Close after leaving employment | 7 years after leaving | Destroy |
| Staff Performance Review | Close at end of review period covered | During validity + 15 years | Destroy |

5. Finance

| Record | File Action | Minimum Retention Period | Action After Retention |
|--|--|----------------------------------|--|
| Annual Budget | Close at end of current financial year | Current financial year + 6 years | Destroy |
| Budget Monitoring | Close at end of current financial year | Current financial year + 3 years | Destroy |
| Annual Statement of Accounts (Outturn Statement) | Close at end of current financial year | Current financial year + 6 years | Archive |
| Order Books, Invoices, Bank Records, Cash Books, Till Rolls, Lodgement books etc | Close at end of current financial year | Current financial year + 6 years | Destroy |
| Postage Book | Close at end of current financial year | Current financial year + 6 years | Destroy |
| Purchasing – Tender Information & Prices | | Until superseded | Destroy contract schedules when they expire. |
| Audit Reports | Close at end of current financial year | Current financial year + 6 years | Destroy |

6. Health & Safety

| Record | File Action | Minimum Retention Period | Action After Retention |
|---|--------------------------------|---|-----------------------------------|
| Accident / Incident Book | Close after last entry in book | Date of closure + 12 years | Destroy |
| Legal /Accident/Incident Forms | | Until pupil is at least 22 years old or in the case of an adult 4 years from the date of the accident | Destroy |
| Risk Assessments – work experience locations/pupils | | 7 years | Destroy |
| H & S Reports | | Current Year + 20 years | Destroy |
| Fire Procedure | | Until superseded | Retain copies of earlier versions |
| Security System File | | For the life of the system | Destroy |
| HS Policy Statement | | Date of expiry + 1 Year | Destroy |

Appendix A

Records Management Policy

The School recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the institution. This document provides the policy framework through which this effective management can be achieved and audited. It covers:

- Scope
- Responsibilities
- Relationships with existing policies

1 Scope of the policy

This policy applies to all records created, received or maintained by staff of the school in the course of carrying out its functions.

1.2 Records are defined as all those documents which facilitate the business carried out by the school and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

1.3 A small percentage of the school's records will be selected for permanent preservation as part of the institution's archives and for historical research.

2 Responsibilities

2.1 The school has a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Head of the School.

2.2 The person responsible for records management in the school will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely.

2.3 Individual staff and employees must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with the school's records management guidelines.

3 This policy has been drawn up within the context of:

- The Freedom of Information Act 2000
- The Data Protection Act 2018

and other legislation or regulations (including audit, equal opportunities and ethics) affecting the school.