



Keeping/Filing Personnel Records Guidance for Schools

Policy created: 11/2012

Policy reviewed and updated: 10/2014

Scheduled date of next review:

Contents

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Update Information

This model policy will be subject to ongoing review and may be amended prior to the scheduled date of the next review in order to reflect changes in legislation, statutory guidance, or best practice (where appropriate).

1. Guidance

This guidance applies to all schools and academies.

The following table indicates the information that should be kept on an employee's personal file. The format in which this information is kept will be determined by the school.

| Area | Information |
|----------------------------------|---|
| Recruitment and Selection | Advert Job Description Person Specification Application Form & Supporting Statement Pre-employment Checks (Single Central Record) <ul style="list-style-type: none"> • Identity • Qualifications • Barred List check • DBS* • Right to Work in the UK • Overseas Checks • Check of the Prohibition List In addition: <ul style="list-style-type: none"> • References • Medical clearance Offer of Employment *DBS certificates must not be photocopied and retained on the personal file. |

| | |
|---|---|
| Contractual Documents | Copy of the employment contract together with any subsequent variations |
| Payroll Paperwork | Bank Details Pension Documentation Contract variation notification forms |
| Induction/Training | Copy of the completed Induction Sheet Details of any training/courses attended |
| Absence/Leave | Annual Leave cards Record of absence/lateness Sickness absence including medical certificates, self-certification forms and return to work meeting records, occupational health information, hospital appointment letters Maternity/paternity/adoption details Applications for Special Leave e.g. bereavement leave (paid or unpaid) |
| Employment Procedures | Probationary Reports Appraisal/Performance Management/Supervision notes Grievances Formal live warnings under the Disciplinary & Capability Procedures Formal meetings under the Managing Attendance Procedures Redundancy |
| Accident & Industrial Injury | Copy of Accident/Incident Reporting Form |
| Termination of Employment | Letter of Resignation/Reason Exit Interview Form/Notes |

The personnel file should be retained during the course of the employee's employment and for a further six (6) years after the employment has ceased.

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