



# Data protection and Retention Policy

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# Federation and School Records Management Policy

Primary Advantage Federation recognises that by efficiently managing its records, it will be able to comply with its legal and regulatory obligations and to contribute to the effective overall management of the school. Records provide evidence for protecting the legal rights and interests of the school, and provide evidence for demonstrating performance and accountability. This document provides the policy framework through which this effective management can be achieved and audited.

## Scope of the policy

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

Records are defined as all those documents which facilitate the business carried out by the Federation/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.

A small percentage of the Federation/school's records will be selected for permanent preservation as part of the institution's archives and for historical research. This should be done in liaison with the County Archives Service.

## Responsibilities

The Federation and each 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 Executive Principal.

The person responsible for records management in the Federation will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely way. They will also monitor compliance with this policy by surveying at least annually to check if records are stored securely and can be accessed appropriately.

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 Federation's records management guidelines.

## Relationship with existing policies

This policy has been drawn up within the context of:

- Freedom of Information policy
- Data Protection policy
- Data Privacy Notices
- and with other legislation or regulations (including audit, equal opportunities and ethics) affecting the Federation.

## Safe Disposal of Records

Where records have been identified for destruction they should be disposed of in an appropriate way. All records containing personal information, or sensitive policy information, should be shredded before disposal using a cross cut shredder or disposed of via confidential waste services with a record obtained for secure destruction. Any other records should be bundled up and disposed of to a waste paper merchant or disposed of in other appropriate ways. Do not put records in the dustbin or a skip.

There are companies who can provide confidential waste bins and other services which can be purchased to ensure that records are disposed of in an appropriate way.

The Freedom of Information Act 2000 requires the school to maintain a list of records which have been destroyed and who authorised their destruction.

Members of staff should record at least:

- File reference (or other unique identifier).
- File title (or brief description) and number of files.
- The name of the authorising officer and the date action taken.

This should be kept in an Excel spreadsheet or similar suitable format and can be found on the Federation shared drive.

## School Closures

It is the responsibility of each Local Authority [LA] to manage the records of closed schools until they have reached the end of their administrative life and to arrange for their disposal when required.

There may be a number of different reasons why schools close which may affect where school records need to be stored.

- If the Federation or a school has been closed and the site is being sold or reallocated to another use then the LA should take responsibility for the records from the date the school closes.
- If two schools have merged and function as one school, it will be necessary for the new school to retain any records originating from the two schools for the appropriate time.
- If The Federation or a Federated school closes and subsequently becomes an Academy, the records relating to the pupils who are transferring to the Academy will be transferred. If the Academy is retaining the current buildings, then all records relating to the maintenance of the buildings should also be transferred. All other records become the responsibility of the Local Authority.

## The purpose of the retention guidelines

The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use. The retention schedule lays down the basis for normal processing under the Data Protection Act 2018 the Freedom of Information Act 2000 and the General Data Protection Regulation 2016

The retention periods are informed by other legislation such as Education Act 1995, Limitation Act 1990, the Information management toolkit for schools has been consulted for posterity.

Members of staff are expected to manage their current record keeping systems using the retention schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems.

The retention schedule refers to record series regardless of the media in which they are stored.

## What to do with records once they have reached the end of their administrative life.

### Destruction of records

Where records have been identified for destruction they should be disposed of in an appropriate way. All records containing personal information, or confidential policy information should be shredded before disposal.

### Transfer of records to the Archives

Where records have been identified as being worthy of permanent preservation, arrangements should be made to transfer the records to the Archives.

### Transfer of information to other media

Where lengthy retention periods have been allocated to records, members of staff may wish to consider converting paper records to other media such as digital media. The lifespan of the media and the ability to migrate data where necessary should always be considered

## Data Retention Schedule

### Management of the Federation/School

This section contains retention periods connected to the general management of the Federation/school. This covers the work of the Governing Body, the Executive Principal, Headteachers and the senior management team, the admissions process and operational administration.

#### Governors

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record	
Agendas for Governing Body meetings	No		Date of meeting + 10 years	Secure Disposal	
Records relating to DBS checks carried out on clerk and the members of the governing body			Date of DBS check + 6 years	Secure Disposal	
Governor Personal Files			Date of appointment ceases + 6 years	Secure Disposal	
Records relating to the induction programme for new governors			Date of appointment ceases + 6 years	Secure Disposal	
Records relating to the training required and received by Governors			Date of appointment ceases + 6 years	Secure Disposal	
Records Relating to the appointment of a clerk to the governing body			Date of appointment ceases + 6 years	Secure Disposal	
Records Relating to Governor declaration of Disqualification criteria			Date of appointment ceases + 6 years	Secure Disposal	
Register of Business Interests			Date of appointment ceases + 6 years	Secure Disposal	
Records relating to the Election of parent and Staff governors not appointed by the governors			Date of election + 6 months	Secure Disposal	
Record of attendance at full governing Board Meetings			Date of Meeting + 6 years	Secure Disposal	
Correspondence sent and received by the governing body or head teacher			Current year + 3 years	Secure Disposal	
Minutes of Governing Body meetings	Yes		Date of meeting + 10years	Secure Disposal	

Principal Set (signed)			Permanent		Transfer to Archives when the school has closed
Inspection Copies <sup>1</sup>			Date of meeting + 3 years	Secure Disposal	
Reports presented to the Governing Body	No		Date of report + 6 years		Transfer to Archives
Instruments of Government including Articles of Association	No		Permanent	Retain in school	Transfer to Archives when the school has closed
Trusts and Endowments managed by the Governing Body	No		Permanent	Retain in school whilst operationally required	Transfer to Archives when the school has closed
Action plans created and administered by the Governing Body	No		Until superceded or whilst relevant	Secure Disposal	It may be appropriate to offer to the Archives
Policy documents created and administered by the Governing Body	No		Until superceded	Retain in school whilst policy is operational	Transfer to Archives
Records relating to complaints dealt with by the Governing Body	Yes		Major Complaints Date of resolution of complaint + 6 years Complaints involving allegations of Negligence Date of resolution of complaint + 15 years Complaints involving allegations relating to safeguarding or child protection Date of resolution of complaint + 40 years	Retain in school for the first six years Review for further retention in the case of contentious disputes Secure Disposal routine complaints	
Annual Reports required by the Department for Education and Skills	No	Education (Governors' Annual Reports) (England) (Amendment)	Date of report + 10 years		Transfer to Archives

		Regulations 2002.SI 2002 No 1171			
Proposals for schools to become, or be established as Specialist Status schools	No		Current year + 3 years		Transfer to Archives

1 These are the copies which the clerk to the Governor may wish to retain so that requestors can view all the appropriate information without the clerk needing to print off and collate redacted copies of the minutes each time a request is made.

<b>Executive Principal, Head Teachers and Senior Management Team</b>					
<b>Basic file description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period</b>	<b>Action at the end of the administrative life of the record</b>	
Log books of activity in the school maintained by the Head Teacher	Yes		Date of last entry in the book + a minimum of 6 years then review		These could be of permanent historical value and should be offered to the County Archives Service if appropriate
Minutes of Senior Management Team meetings and the meetings of other internal administrative bodies	Yes		Date of the meeting + 3 years then review	Secure Disposal	These could be of permanent historical value and should be offered to the County Archives Service if appropriate
Reports created by the Head Teacher or the Management Team	Yes		Date of the report + a minimum of 3 years then review	Secure Disposal	These could be of permanent historical value and should be offered to the County Archives Service if appropriate
Records created by EP, head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	Yes		Current academic year + 6 years then review	Secure Disposal	
Correspondence created by EP, head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	Yes		Date of correspondence + 3 years then review	Secure Disposal	
Professional Development Plans	Yes		Life of the plan + 6 years	Secure Disposal	

Federation/School Development Plans	No		Life of the plan + 3 years	Secure Disposal	
School Privacy Notice which is sent to Parents and Pupils	Yes		Until superseded + 6 years		

### Admissions Process

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record
All records relating to the creation and implementation of the School Admissions' Policy	No		Life of the policy + 3 years then review	Secure Disposal
Admissions – if the admission is successful	Yes		Date of Admission + 1 Year	Secure Disposal
Admissions – if the appeal is unsuccessful	Yes		Resolution of case + 1 year	Secure Disposal
Admissions – Secondary Schools – Casual – if offer is accepted	Yes		Current Year + 1 Year	Secure Disposal
Admissions – Secondary Schools – Casual – if offer is declined	Yes		Retain for 3 months	Secure Disposal
Proof of address supplied by parents as part of the admissions process	Yes		Current year + 1 year	Secure Disposal
Supplementary Information form including additional information such as religion, medical conditions etc.	Yes			
Register of Admissions	Yes		Every entry must be preserved for 3 years from the point of entry.	
<ul style="list-style-type: none"> <li>For successful admissions</li> </ul>			This information should be added to the pupil file	Secure Disposal
<ul style="list-style-type: none"> <li>For unsuccessful admissions</li> </ul>			Until appeals process completed	Secure Disposal



## Operational Administration

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
General file series	No		Current year + 5 years then REVIEW	Secure Disposal
Google Forms used to attain data from pupils or staff.	No		6 months then Review	Secure Disposal
Records relating to the creation and publication of the school brochure or prospectus	No		Current year + 3 years	Standard Disposal
Records relating to the creation and distribution of circulars to staff, parents or pupils	No		Current year + 1 year	Standard Disposal
Newsletters and other items with a short operational use	No		Current year + 1 year	Standard Disposal
Visitors' Books and Signing in Sheets	Yes		Current year + 6 years then REVIEW	Secure Disposal
Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations	No		Current year + 6 years then REVIEW	Secure Disposal

## Human Resources

This section deals with all matters of Human Resources management within the school.

<b>Recruitment</b>				
<b>Basic file description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
All records leading up to the appointment of a new EP/headteacher	Yes		Date of appointment + 6 years	Secure Disposal
All records leading up to the appointment of a new member of staff – unsuccessful candidates	Yes		Date of appointment of successful candidate + 6 months	Secure Disposal
All records leading up to the appointment of a new member of staff – successful candidate	Yes		All the relevant information should be added to the staff personal file (see below) and all other information retained for 6 months	Secure Disposal
Pre-employment vetting information – DBS Checks-successful candidates	No	DBS Update Service Employer Guide June 2014: Keeping children safe in education. July 2015 (Statutory Guidance from Dept. of Education) Sections 73, 74	Application forms and references and other documents for the duration of the employees employment + 6 years	
Proofs of identity collected as part of the process of checking “portable” enhanced DBS disclosure	Yes		Where possible these should be checked and a note kept of what was seen and what has been checked. If it is felt necessary to keep copy documentation then this should be placed on the member of staff’s personal file	
Pre-employment vetting information – Evidence proving the right to work in the United Kingdom <sup>4</sup>	Yes	An employer’s guide to right to work checks [Home Office May 2015]	Where possible these documents should be added to the Staff Personal File [see below], but if they are kept separately then the Home Office requires that the documents are kept for termination of Employment plus not less than 2 years	

## Operational Staff Management

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
Staff Personal File	Yes	Limitation Act 1980 (Section 2)	Termination of Employment + 6 years	Secure Disposal
Timesheets	Yes		Current year + 6 years	Secure Disposal
Annual appraisal/assessment records	Yes		Current year + 6 years	Secure Disposal
Staff Training-where training related to children (e.g. safeguarding or other child related training)			Date of Training + 40 years	
Staff Training-whwere training leads to Continuing professional development			Length of time required by the professional body	
Sickness and Absence Monitoring	Yes		Current Year + 3 Years	

## Management of Disciplinary and Grievance Processes

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
Allegation of a child protection nature against a member of staff including where the allegation is unfounded <sup>5</sup>	Yes	“Keeping children safe in education Statutory guidance for schools and colleges March 2015”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015”	Until the person’s normal retirement age or 10 years from the date of the allegation whichever is the longer then REVIEW. Note allegations that are found to be malicious should be removed from personnel files. If found they are to be kept on the file and a copy provided to the person concerned	Secure Disposal
Disciplinary Proceedings	Yes			
<ul style="list-style-type: none"> <li>Oral warning</li> </ul>			Date of warning <sup>6</sup> + 6 months	Secure Disposal

• Written warning – level 1			Date of warning + 6 months	
• Written warning – level 2			Date of warning + 12 months	
• Final warning			Date of warning + 18 months	
• Case not found			If the incident is child protection related then see above otherwise dispose of at the conclusion of the case	Secure Disposal

## Health and Safety

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
Health and Safety Policy Statements	No		Life of policy + 3 years	Secure Disposal
Health and Safety Risk Assessments	No		Life of risk assessment + 3 years	Secure Disposal
Accident reporting records relating to those under/over the age of 18	Yes		Accident book: 3 years after the last entry of the book.	
Records relating to any reportable death injury, disease or dangerous occurrence.	Yes		Date of Incident +3 years	Secure Disposal
				Secure Disposal
				Secure Disposal
Control of Substances Hazardous to Health (COSHH)	No	Control of Substances Hazardous to Health Regulations 2002. SI 2002 No 2677 Regulation 11; Records kept under the 1994 and 1999 Regulations to be kept as if the 2002 Regulations had not been made. Regulation 18 (2)	Date of Incident + 40 years	Secure Disposal

Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos	No	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19	Last action + 40 years	Secure Disposal
Process of monitoring of areas where employees and persons are likely to have become in contact with radiation	No		Last action + 50 years	Secure Disposal
Fire Precautions log books	No		Current year + 3 years	Secure Disposal

### Payroll and Pensions

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)	Current year + 3 years	Secure Disposal
National Insurance schedule of payments			Current Year + 6 years	
Income tax form P60			Current year + 6 years	
Absence Record	Yes		Current year + 3 years	
Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes		Current year + 6 years	Secure Disposal

## Financial Management of the Federation/School

This section deals with all aspects of the financial management of the Federation/school including the administration of school meals.

### Risk Management and Insurance

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
Employer's Liability Insurance Certificate	No		Closure of the school + 40 years	Secure Disposal

### Asset Management

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
Inventories of furniture and equipment	No		Current year + 6 years	Secure Disposal
Burglary, theft and vandalism report forms	No		Current year + 6 years	Secure Disposal

### Accounts and Statements including Budget Management

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
Annual Accounts	No		Current year + 6 years	Secure Disposal
Loans and grants managed by the school	No		Date of last payment on the loan + 12 years then REVIEW	Secure Disposal
Student Grant applications	Yes		Current year + 3 years	Secure Disposal
All records relating to the creation and management of budgets including the Annual Budget statement and background papers	No		Life of the budget + 3 years	Secure Disposal
Invoices, receipts, order books and requisitions, delivery notices	No		Current financial year + 6 years	Secure Disposal

Records relating to the collection and banking of monies	No		Current financial year + 6 years	Secure Disposal
Pupil Preimum Fund Record	Yes	Limitations Act 1980	Date the pupil leaves the provision + 6 years	
Records relating to the identification and collection of debt	No		Current financial year + 6 years	Secure Disposal
Records Related to Gift Aid	No		Current financial year + 6 years	Secure Disposal

<b>Contract Management</b>				
<b>Basic file description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
All records relating to the management of contracts under seal	No	Limitation Act 1980	Last payment on the contract + 12 years	Secure Disposal
All records relating to the management of contracts under signature	No	Limitation Act 1980	Last payment on the contract + 6 years	Secure Disposal
Records relating to the monitoring of contracts	No		Current year + 6 years or 12 years	Secure Disposal

<b>School Fund</b>				
<b>Basic file description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
School Fund - Cheque books	No		Current year + 6 years	Secure Disposal
School Fund - Paying in books	No		Current year + 6 years	Secure Disposal
School Fund – Ledger	No		Current year + 6 years	Secure Disposal
School Fund – Invoices	No		Current year + 6 years	Secure Disposal
School Fund – Receipts	No		Current year + 6 years	Secure Disposal

School Fund – Bank Statements	No		Current year + 6 years	Secure Disposal
School Fund – Journey Books	No		Current year + 6 years	Secure Disposal

<b>School Meals Management</b>				
<b>Basic file description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
Free School Meals Registers	Yes		Current year + 6 years	Secure Disposal
School Meals Registers	Yes		Current year + 3 years	Secure Disposal
School Meals Summary Sheets	No		Current year + 3 years	Secure Disposal



## Property Management

This section covers the management of buildings and property.

<b>Property Management</b>				
<b>Basic file description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
Title deeds of properties belonging to the Federation/school	No		PERMANENT These should follow the property unless the property has been registered with the Land Registry	
Plans of property belong to the Federation/school	No		These should be retained whilst the building belongs to the school and should be passed onto any new owners if the building is leased or sold	
Leases of property leased by or to the school	No		Expiry of lease + 6 years	Secure Disposal
Records relating to the letting of Federation/school premises	No		Current financial year + 6 years	Secure Disposal

<b>Maintenance</b>				
<b>Basic file description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
All records relating to the maintenance of the school carried out by contractors	No		These should be retained whilst the building belongs to the school and should be passed to any new owners of the building is leased or sold.	Secure Disposal
All records relating to the maintenance of the school carried out by school employees including maintenance log books	No		These should be retained whilst the building belongs to the school and should be passed to any new owners of the building is leased or sold.	Secure Disposal

## Pupil Management

This section includes all records which are created during the time a pupil spends at the school. For information about accident reporting see under Health and Safety above.

<b>Pupil's Educational Record</b>				
<b>Basic file description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
Pupil's Educational Record	Yes	The Education (Pupil information) (England) Regulations 2005 SI 2005 No. 1437		
<ul style="list-style-type: none"> <li>Secondary</li> </ul>		Limitation Act 1980 (Section 2)	Date of Birth of the pupil + 25 years	Secure Disposal
Examination Results – Pupil Copies	Yes			
<ul style="list-style-type: none"> <li>Public</li> </ul>			This information should be added to the pupil file	All uncollected certificates should be returned to the examination board.
<ul style="list-style-type: none"> <li>Internal</li> </ul>			This information should be added to the pupil file	
Child Protection information held on pupil file	Yes	“Keeping children safe in education Statutory guidance for schools and colleges March 2015”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015”	If any records relating to child protection issues are placed on the pupil file, it should be in a sealed envelope and then retained for the same period of time as the pupil file.	Secure Disposal
Child protection information held in separate files	Yes	“Keeping children safe in education Statutory guidance for schools and colleges March 2015”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015”	DOB of the child + 25 years then review  This retention period was agreed in consultation with the Safeguarding Children Group on the understanding that the principal copy of this information will be found on the Local Authority Social Services record	Secure Disposal

Retention periods relating to allegations made against adults can be found in the Human Resources section of this retention schedule.

<b>Attendance</b>				
<b>Basic file description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
Attendance Registers	Yes		Date of register + 3 years	Secure Disposal
Correspondence relating to authorized absence		Education Act 1996 Section 7	Current academic year + 2 years	Secure Disposal

<b>Special Educational Needs</b>				
<b>Basic file description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
Special Educational Needs files, reviews and Individual Education Plans	Yes	Children and Family's Act 2014 Special Educational Needs	Date of Birth of the pupil + 31years	REVIEW NOTE: This retention period is the minimum retention period that any pupil file should be kept. Some authorities choose to keep SEN files for a longer period of time to defend themselves in a "failure to provide a sufficient education" case. There is an element of business risk analysis involved in any decision to keep the records longer than the minimum retention period and this should be documented.
Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement	Yes	Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1	Date of birth of the pupil + 31 years [This would normally be retained on the pupil file]	Secure Disposal unless the document is subject to a legal hold
Advice and information provided to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	Date of birth of the pupil + 31years [This would normally be retained on the pupil file]	Secure Disposal unless the document is subject to a legal hold
Accessibility Strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	Date of birth of the pupil + 31 years [This would normally be retained on the pupil file]	Secure Disposal unless the document is subject to a legal hold

## Curriculum Management

<b>Statistics and Management Information</b>				
<b>Basic file description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
Curriculum Returns	No		Current year + 3 years	Secure Disposal
Examination Results (Schools Copy)	Yes		Current year + 6 years	Secure Disposal
Published Admission Number (PAN) Reports	Yes		Current year + 6 years	Secure Disposal
Value Added and Contextual Data	Yes		Current year + 6 years	Secure Disposal
Self Evaluation Forms	Yes		Current year + 6 years	Secure Disposal

<b>Implementation of Curriculum</b>				
<b>Basic file description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
Schemes of Work	No		Current year + 1 years	It may be appropriate to review these records at the end of each year and allocate a further retention period or Secure Disposal
Timetable	No		Current year + 1 years	
Class Record Books	No		Current year + 1 years	
Mark Books	No		Current year + 1 years	
Record of homework set	No		Current year + 1 years	
Pupils' Work	No		Where possible pupils' work should be returned to the pupil at the end of the academic year if this is not the school's policy then current year + 1 year	Secure Disposal

## Extra Curricular Activities

Educational Visits outside the Classroom				
Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Secondary Schools	No	Outdoor Education Advisers' Panel National Guidance website <a href="http://oeapng.info">http://oeapng.info</a> specifically Section 3 - "Legal Framework and Employer Systems" and Section 4 - "Good Practice".	Date of visit + 10 years	Secure Disposal
Parental consent forms for school trips where there has been no major incident	Yes		Conclusion of the trip	Although the consent forms could be retained for DOB + 22 years, the requirement for them being needed is low and most schools do not have the storage capacity to retain every single consent form issued by the school for this period of time.
Parental permission slips for school trips – where there has been a major incident	Yes	Limitation Act 1980 (Section 2)	DOB of the pupil involved in the incident + 25 years  The permission slips for all the pupils on the trip need to be retained to show that the rules had been followed for all pupils	

Walking Bus				
Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
Walking Bus Register	Yes		Date of register + 3 years  This takes into account the fact that if there is an incident requiring an accident report the register will be submitted with the accident report and kept for the period of time required for accident reporting	Secure Disposal  [If these records are retained electronically any backup copies should be destroyed at the same time]

## Central Government and Local Authority

This section covers records created in the course of interaction between the school and the local authority.

### Local Authority

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
Attendance Returns	Yes		Current year + 1 year	Secure Disposal
School Census Returns	No		Current year + 5 years	Secure Disposal
Circulars and other information sent from the Local Authority	No		Operational use	Secure Disposal

### Central Government

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
OFSTED reports and papers	No		Life of the report then REVIEW	Secure Disposal
Returns made to central government	No		Current year + 6 years	Secure Disposal
Circulars and other information sent from central government	No		Operational use	Secure Disposal

Policy written:	June 2020
Amended/Updated:	
Adopted by CGB:	June 2020
Review date	June 2022

The full governing body have reviewed this policy with careful consideration of our approach to equalities as outlined in the Equalities Policy, January 2020.

We would like to acknowledge the work of other colleagues in drafting this policy. We have drawn on a range of sources including policies from other schools, good practice guides, published schemes and LA and Statutory guidelines where appropriate.



# Model publication scheme

## Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public



authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

## Classes of information

### **Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

### **What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### **What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections and reviews.

### **How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### **Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

### **Lists and registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

### **The services we offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

## The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

## Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

## Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

## Freedom of Information Act

### How to complete the guide to information for schools

**Note: the template guide is intended to assist smaller schools (and in particular primary and nursery schools) to meet their publication scheme obligations.**

#### **Introduction**

The Freedom of Information Act 2000 (FOIA) requires all public authorities (including schools) to adopt and maintain a publication scheme. In 2008 the Information Commissioner's Office (ICO) changed the emphasis in the approval and operation of publication schemes to a generic model, with effect from 1 January 2009.

The model commits a public authority to '*produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public*'. To help schools of all sizes to meet this obligation we have produced a template guide to information for smaller schools to use. We intend that this will be particularly helpful for primary and nursery schools. The financial threshold for expenditure in this Guide to Information is therefore lower than in the main schools' definition document. However any size of school may opt to use either the definition document or the guide to information.

We have now updated the guide to information. This and the model scheme document itself form the basis of schools' commitment with effect from 6 months of the date the new template comes into effect. However the datasets provisions (see below) apply from 1 September 2013.

**A school is in breach of FOIA if it has not adopted the model scheme or is not publishing in accordance with it.**

The model scheme is designed to cover all public authorities and can be obtained from the ICO website. It must be adopted in full,

unedited and promoted alongside the guide to information. Schools are not required to inform the ICO that they have adopted the scheme; we will assume they have done so unless we hear otherwise.

### **Information included in the guide to information**

The template lists the information we think that schools should hold and make available within each class. When completed this will provide a list of all the information the school will make routinely available, explain how it can be accessed and whether or not a charge will be made for it. Schools must:

- State how the specific information can be obtained and if there is a cost involved.
- Complete the relevant columns in the template guide.
- Ensure the public can access the completed guide and the information listed in it.

The guide, like the model scheme document itself, does not need further approval by the Information Commissioner.

The guide is intended to assist schools by giving examples of the kinds of information that we would expect them to provide in order to meet their commitments under the FOIA model publication scheme. Schools should note that they are not expected to routinely publish all information; for example, where they do not hold it or where it is publicly available elsewhere or is exempt. We list such circumstances below.

We would expect schools to make the information in the guide available unless:

- they do not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited under another statute;
- the information is readily and publicly available from an external website; such information may have been provided either by the school or on its behalf. The school must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or
- it would be impractical or resource-intensive to prepare the material for routine release.

If the information is only held by another public authority, the school should provide details of where to obtain it.

## Completing the columns

We realise that not schools are the same size or carry out the same functions. Therefore, if a school holds, and can make routinely available, more information than that listed it can be added. Equally, if information listed is not held it can be removed (or crossed out) although the school should keep a note of why this information is not available.

**Example:**

Curriculum circulars and statutory instruments	<b>Website</b> www.school.sch.uk/cc/docs <b>Hard copy</b> Contact secretary	Free 10p/sheet
<del>Disclosure logs</del>		
Asset register	Inspection only	Free

In this example, the school would be making information about curriculum circulars and statutory instruments available without charge on its website as well as in hard copy. Asset registers are available by inspection only. The school here does not currently have a disclosure log, although if they have previously received freedom of information requests we think that would be good practice to produce one.

## Manner of publication

It is important that schools make access to information covered by the scheme as easy as possible.

**Where a school does not have a website**

The model scheme document and the guide to information should be made as accessible as possible, eg on notice boards.  
Most information will be made available by hard copy from the school (which must provide appropriate contact details).

**Where a school has a website**

The model scheme document, the guide to information and a large part of the information covered by the scheme should be made available on the website. If required, information should also be available in hard copy.

In exceptional circumstances schools may need to provide information through means such as allowing visits to the school. How to make arrangements to do this should be made clear.

**Datasets: publishing datasets for re-use**

The provisions on datasets may not be relevant to all small schools, but they need to be aware of them and must comply with them when appropriate.

Public authorities, including schools, must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section

19(8) of FOIA. The ICO has published [guidance on the dataset provisions in FOIA](#). This explains what is meant by “not appropriate” and “capable of re-use”.

## Fees and charging

Information available through a school’s publication scheme should be readily available at a low or at no cost to the public. If a school does charge for this information, we expect the charges to be justifiable, clear and kept to a minimum. Providing information under FOIA should not be done for profit.

Charges may be made for activities such as printing, photocopying and postage as well as information that the school is legally authorised to charge for. Anyone requesting information must be informed of any charge before the information is provided. Schools may ask for payment before providing the information.

If the school charges a fee for licensing the re-use of datasets, it should state in its guide to information how this is calculated and whether the charge is made under the Re-use Fees Regulations or under other legislation. It cannot charge a re-use fee if it makes the datasets available for re-use under the Open Government Licence.

The actual charges should be entered in the column on the guide to information. A schedule of charges is attached to the template and this should be used to set out the basis on which the charges are being made. Guidance on our website, [Charging for information in a publication scheme](#), provides more details.

### Example:

Annual Report	<b>Website</b> www.school.sch.uk/report <b>Hard copy</b> Contact secretary	Free £2
Staffing structure	<b>Website</b> www.school.sch.uk/staffing <b>Hard copy</b> Contact secretary	Free 10p/sheet

The school in the above example has a website and is therefore able to make information available at no cost online. For hard copies it is only charging for the actual costs incurred. If required they must be able to justify why they have calculated the charge to be 10p per sheet or £2 for the report.



## **FOI requests and the publication scheme**

It is important to note that a publication scheme simply sets out the information that is routinely available. Information that is not listed in the guide to information can still be requested and should be made available unless it can be legitimately withheld.

### **More information**

If you need any more information about this or need assistance with any other aspect of freedom of information, please visit our website or contact us.

Phone: 0303 123 1113  
01625 54 57 45

Email: please use the online [enquiry form](#) on our website

Website: [www.ico.gov.uk](http://www.ico.gov.uk)