

Guidance on the retention of data and information.

How long will the school retain information in relation to its employees

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| Employment and recruitment records, including references | Permanent |
| Processing of Disciplinary and Grievances Investigations where proved | Disciplinary records including warnings and grievance records retained on personal files until normal file destruction. Warnings involving children retained for 25years after the end of employment. |
| Processing of Disciplinary and Grievances Investigations where unfounded | Destroy immediately after the disciplinary or grievance has been found to be have been unfounded or after an appeal if found to be unfounded. Exceptional cases may require special measures |
| The process of checking and ensuring the health of staff. Health and Safety Records relating to accidents and injuries at work | Destroy 12 years after employment ends |
| Performance Management Paperwork | Combined with personal file Destroyed 25 years after leaving date for employees for whom a DBS disclosure has been obtained |
| Process of monitoring staff leave and attendance. | Combined with personal file Destroyed 25 years after leaving date for employees for whom a DBS disclosure has been obtained |
| The management in summary form of enquiries and complaints | Permanent |
| The management of collections of records transferred to the archives | Permanent. |

How long will the school keep or manage information in relation to pupils?

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| Process that record injuries to Children | Destroy 25 Years from closure |
| The process and actions of inquiring into a pupils death which proceeds to an inquest | Permanent with copies to the referring Local Authority. |

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| Process involving summary case management of children under the protection of local authority | Permanent with copies to the referring Local Authority. |
| Any process involving an individual pupils case assessment, investigation, registration, and management of children involved in child protection: a) investigated, conferenced and registered, b) core assessment, c) investigated but not conferenced and registered | Destroy 35 years from closure |
| Any process involving individual pupils cases where there has been an initial assessment and provision of advice in regards child protection. | Destroy 5 years from closure |
| Children in Need (who have not been adopted or Looked After and who have not been the subject of a child protection inquiry) | Destroy 10 years from closure. |
| Systems, which manage children, looked after by the local authority, in summary form. | Permanent. Offer to referring Local Authority |
| Process involving Individual case management of children looked after by the local authority This includes children and young people: a) Adopted via the local authority, b) In children's home, c) Fostered by local authority, d) On custodianship orders, e) On residence orders | Destroy 75 years from 18th Birthday |
| Children and young people subject to Supervision Orders | Destroy 75 years from closure of the Order |
| Process involved in development of service or programme/plan for children. | Destroy 7 years from closure |
| Process involved in provision of a service or programme to support the development of children | Destroy 15 years from closure |
| Process of recording pupils personal incidents/ events in school. | Destroy 75 years after date of birth |
| Process involved in assessing and providing individual support for children who have special educational or welfare needs. | Destroy 35 years from closure |

Other records and data

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| The whole school register | Permanent |
| The process that records the disposal of records | Permanent |
| The school visitors' book. | 5 years |
| Company Documents | In accordance with The Charity Act Company Law, and Inland Revenue regulations |