



PART OF RAINFORD ACADEMIES TRUST

Rainford High Education Records Retention Schedule



Everyone Matters

We expect our community to be polite and respectful

Everyone Helps

We expect our community to make sensible choices

Everyone Succeeds

We expect our community to work hard

Policy Owner	Principal
Scope of the Policy	This policy applies to all of the school community
Last reviewed by trustees	February 2021
Next review due	February 2022
Summary of key changes	New document



EDUCATION RECORDS RETENTION SCHEDULE

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PR 1.1	Admission Registers	Common Practice	
PR 1.2	Records relating to the admissions process if the admission is successful	Common Practice	
PR 1.3	Records relating to the admissions process if the appeal is unsuccessful	The School Admission Appeals Code issued under Section 84 of the School Standards and Framework Act 1998	
PR 1.4	Attendance registers	Common Practice	
PR 2	Pupil Educational Record		
PR 2.1	Pupil Files – Primary School	Education (Pupil Information) (England) Regulations 2005 (SI 2005/1437)	
PR 2.2	Pupil Files Secondary	Education (Pupil Information) (England) Regulations 2005 (SI 2005/1437)	
PR 2.3	Examination results - Public	Common Practice	
PR 2.4	Examination results - Internal examination results	Common Practice	
PR 2.5	Images held of pupils together with any consents and permissions to publish	Common Practice	
PR 3	Special Educational Needs		
PR 3.1	Special Educational Needs files, reviews and Individual Education Plans	Common Practice	
PR 3.2	Statement maintained under The Education Act 1996 - Section 324	Common Practice	
PR 3.3	Proposed statement or amended statement	Special Educational Needs and Disability Act 2001 Section 1	
PR 3.4	Advice and information to parents regarding educational needs	Special Educational Needs and Disability Act 2001 Section 2	

2. School Trips and Extra Curricular Activities

ST	Basic file description	Statutory Provisions	Re
ST 1	Trips		
ST 1.1	Parental permission slips for school trips – where there has been no major incident	Common Practice	
ST 1.2	Parental permission slips for school trips – where there has been a major incident	Common Practice	

3. Teaching and Curriculum

SMT	Basic file description	Statutory Provisions
SMT 1	Senior Management Team	
SMT 1.1	Log-Books	Common Practice
SMT 1.2	Minutes of the Senior Management Team	Common Practice
SMT 1.3	Reports made by the Head Teacher or the management team	Common Practice
SMT 1.4	Records created by Head Teachers, Deputy Head Teachers, Heads of Year and other members of staff with administrative responsibilities	Common Practice
SMT 1.5	School development plans	Common Practice
SMT 1.6	Professional development plans	Common Practice
SMT 2	Curriculum Management	
SMT 2.1	Timetable	Common Practice
SMT 2.2	Curriculum development	Common Practice

4. Staff / Health and Safety / Payroll and Financial Records

HR	Basic file description	Statutory Provisions
HR 1	Personnel Management	
HR 1.1	Staff Personal files	Limitation Act 1980
HR 1.2	Interview notes and recruitment records	Justification based on time limits issue for issuing proceedings in the employment tribunal
HR 1.3	Pre-employment vetting information (including DBS checks)	DBS guidelines
HR 1.4	Right to Work in the UK checks	https://www.gov.uk/check-job-applicant-right-to-work
HR 1.5	Written particulars of employment. Contracts of employment or other contracts. Documented changes to terms and conditions.	Limitation Act 1980
HR 1.6	Disciplinary and grievance records	Limitation Act 1980
HR 1.7	Annual appraisal or assessment records	Common Practice
HR 1.8	Images held of members of staff together with any consents and permissions to publish	Common Practice
HR 2	Health and Safety	
HR 2.1	Accessibility Plans	Equality Act 2010 (See s.88 and schedule 10)
HR 2.2	Records relating to accident/injury at work	The Management of Health & Safety at Work Regulations 1999 Health and Safety at Work Act 1974
HR 2.3	Accident Reporting – Children	Limitation Act 1980
HR 2.4	Accident Reporting – Adults	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980
HR 2.5	Risk Assessments	The Management of Health & Safety at Work Regulations 1999 Health and Safety at Work Act 1974
HR 2.6	COSHH Risk Assessments	Control of Substances Hazardous to Health (COSHH) Regulations 2002
HR 2.7	Incident reports	
HR 2.8	Process of monitoring areas where employees and persons are likely to have become in contact with asbestos	Control of Asbestos Regulations 2012
HR 2.9	Process of monitoring of areas where employees and persons are likely to have come in contact with radiation	Ionising Radiations Regulations 2017
HR 2.10	Fire Safety Records including Fire Safety Audits	Regulatory Reform (Fire Safety) Order 2005
HR 2.11	Fire Risk Assessments	Regulatory Reform (Fire Safety) Order 2005
HR 2.12	Fire Drill records	Regulatory Reform (Fire Safety) Order 2005
HR 3	Payroll and Pensions	
HR 3.1	Records relating to the management of the payroll	HMRC - Compliance Handbook Manual CH15400
HR 3.2	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Retirement Benefits Schemes (Information Powers) Regulations 1995
HR 3.3	Salary cards	
HR 3.4	Maternity pay records	Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960), revised 1999 (SI 1999/567)
HR 3.5	Timesheets, sick pay	

HR 5.1	School brochure/prospectus	
HR 5.2	General file series or correspondence files	
HR 5.3	Circulars (staff/parents/pupils)	
HR 5.4	Newsletters, ephemera	
HR 5.5	Visitors book	
HR 5.6	Images held of pupils together with any consents and permissions to publish	
HR 5.7	Records relating to the management of PTA/Old Pupils Associations	
HR 5.8	Records relating to the management of data subject access requests	
HR 5.9	Records relating to the management of freedom of information requests	

5. Safeguarding

SG	Basic file description	Statutory Provisions
SG 1		
SG 1.1	Child protection files (primary)	Published statutory guidance
SG 1.2	Child protection files (secondary)	Published statutory guidance
SG 1.3	Allegations of a child protection nature made against a member of staff (including unfounded allegations)	Common Practice

6. Central Government and Local Authority

CG	Basic file description	Statutory Provisions
CG 1	Local Authority	
CG 1.1	Secondary transfer sheets (Primary)	Common Practice
CG 1.2	Attendance returns	Common Practice
CG 1.3	Circulars from LA	Common Practice
CG2	Central Government	
CG 2.1	OFSTED reports and papers	Common Practice
CG 2.2	Returns	Common Practice
CG 2.3	Circulars from DfE	Common Practice

7. Governing Body Records

GB	Basic file description	Justification
GB 1	Management of Governing Body	
GB 1.1	Instruments of Government	Common practice
GB 1.2	Trusts and Endowments	Common practice
GB 1.3	Records relating to the election of parent and staff governors not appointed by the governors	To address any challenge to the election process
GB 1.4	Records relating to the appointment of co-opted governors	Common practice

GB 1.7	Minutes - Principal set (signed)	The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (see Regulation 15)
GB 1.8	All records relating to the conversion of schools to Academy status	Common Practice
GB 1.9	Records relating to complaints made to and investigated by the Governing Body	Management of legal challenge
GB 1.10	Correspondence sent and received by the Governing Body	Management of legal challenge
GB 2	Management of Governors	
GB 2.1	Records relating to the appointment of a clerk to the Governing Body	Common Practice
GB 2.2	Records relating to the terms of office of serving governors including evidence of appointment	Common Practice
GB 2.3	Records relating to Governor Declaration against disqualification criteria	Common Practice
GB 2.4	Register of Business Interests	Common Practice
GB 2.5	Records relating to the training required and received by Governors	Common Practice
GB 2.6	Records relating to the induction programme for new governors	Common Practice
GB 2.7	Records relating to DBS checks carried out on clerk and members of the governing body	Common Practice

Schedule A

Record of Destruction

Item reference (or other unique identifier)	Description of Item	No. of files/records destroyed	Person authorising destruction	Method	Date

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