

# Sevenoaks Preparatory School

## Retention of Records Policy

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Type of Record/Document	Retention Period
<p><u>SCHOOL-SPECIFIC RECORDS</u></p> <ul style="list-style-type: none"> <li>• Registration documents of School</li> <li>• Attendance Register</li> <li>• Minutes of Governors' meetings</li> <li>• Annual curriculum (schemes of work, pupils marks, etc.)</li> </ul>	<p>Permanent (or until closure of the school)</p> <p>6 years from last date of entry</p> <p>25 years</p> <p>3 years from cohort finishing year 8</p>
<p><u>INDIVIDUAL PUPIL RECORDS</u></p> <ul style="list-style-type: none"> <li>• Admissions: application forms, assessments, records of decisions</li> <li>• Examination results (external or internal)</li> <li>• Pupil file including:               <ul style="list-style-type: none"> <li>○ Pupil reports</li> <li>○ Pupil performance records</li> <li>○ Pupil medical records</li> </ul> </li> <li>• Special educational needs records (<i>to be risk assessed individually</i>)</li> </ul>	<p><b><i>NB – this will generally be personal data</i></b></p> <p>25 years from date of birth</p> <p>7 years from pupil leaving school</p> <p>ALL: 25 years from date of birth (subject where relevant to safeguarding considerations). Any material which may be relevant to potential claims should be kept for the lifetime of the pupil.</p> <p>Date of birth plus up to 35 years (allowing for special extensions to statutory limitation period)</p>

<p><u>PROSPECTIVE PUPILS</u></p> <ul style="list-style-type: none"> <li>• Application forms and references</li> </ul>	<p>7 years or until application definitely withdrawn</p>
<p><u>SAFEGUARDING</u></p> <ul style="list-style-type: none"> <li>• Policies and procedures</li> <li>• DBS disclosure certificates</li> <li>• Accident / Incident reporting</li> <li>• Child Protection files</li> </ul>	<p>Keep a permanent record of historic policies</p> <p><u>No longer than 6 months</u> from decision on recruitment, unless DBS specifically consulted – but a record of the checks being made must be kept, if not the certificate itself.</p> <p>Keep on record for as long as any living victim may bring a claim (NB civil claim limitation periods can be set aside in cases of abuse). Ideally, files to be reviewed from time to time if resources allow and a suitably qualified person is available</p> <p>If a referral has been made / social care have been involved or child has been subject of a multi-agency plan – indefinitely.</p> <p>If low level concerns, with no multi-agency act – apply applicable school low-level concerns policy rationale (this may be 25 years from date of birth OR indefinitely).</p>
<p><u>ACCOUNTING RECORDS</u></p> <ul style="list-style-type: none"> <li>• Accounting records (<i>normally taken to mean records which enable a company's accurate financial position to be ascertained &amp; which give a true and fair view of the company's financial state</i>)</li> <li>• Tax returns</li> <li>• Budget and internal financial reports</li> </ul>	<p>6 years from the end of the financial year in which the transaction took place</p> <p>6 years</p> <p>6 years</p>

<p><u>CONTRACTS AND AGREEMENTS</u></p> <ul style="list-style-type: none"> <li>• Signed or final/concluded agreements (<i>plus any signed or final/concluded variations or amendments</i>)</li> <li>• Deeds (or contracts under seal)</li> </ul>	<p>7 years from completion of contractual obligations or term of agreement, whichever is the later</p> <p>13 years from completion of contractual obligation or term of agreement</p>
<p><u>INTELLECTUAL PROPERTY RECORDS</u></p> <ul style="list-style-type: none"> <li>• Formal documents of title (trade mark or registered design certificates; patent or utility model certificates)</li> <li>• Assignments of intellectual property to or from the school</li> <li>• IP / IT agreements (including software licences and ancillary agreements eg maintenance; storage; development; coexistence agreements; consents)</li> </ul>	<p>Permanent (in the case of any right which can be permanently extended, eg trade marks); otherwise expiry of right plus minimum of 7 years.</p> <p>As above in relation to contracts (7 years) or, where applicable, deeds (13 years).</p> <p>7 years from completion of contractual obligation concerned or term of agreement</p>
<p><u>EMPLOYEE / PERSONNEL RECORDS</u></p> <ul style="list-style-type: none"> <li>• Single Central Record of employees</li> <li>• Contracts of employment</li> <li>• Employee appraisals or reviews</li> <li>• Staff personnel file</li> <li>• Health records relating to employees (sickness absence forms and letters)</li> <li>• Payroll, salary, maternity pay records</li> <li>• Pension or other benefit schedule records</li> <li>• Job application and interview/rejection records (unsuccessful applicants)</li> <li>• Immigration records</li> </ul>	<p><b><i>NB this will almost certainly be personal data</i></b></p> <p>Keep a permanent record of all mandatory checks that have been undertaken (not certificate)</p> <p>7 years from effective date of end of contract</p> <p>Duration of employment plus minimum of 7 years</p> <p>Duration of employment plus minimum of 7 years, except for <u>any information which may be relevant to historic safeguarding claims</u>.</p> <p>7 years from end of contract of employment - added to personnel file after end of employment</p> <p>6 years</p> <p>Possibly permanent, depending on nature of scheme</p> <p>6 Months</p> <p>4 years</p>

<p><u>INSURANCE RECORDS</u></p> <ul style="list-style-type: none"> <li>• Insurance policies (will vary – private, public, professional indemnity)</li> <li>• Correspondence related to claims/ renewals/ notification re: insurance</li> </ul>	<p>Duration of policy (or as required by policy) plus a period for any run-off arrangement and coverage of insured risks: ideally, until it is possible to calculate that no living person could make a claim.</p> <p>7 years</p>
<p><u>ENVIRONMENTAL &amp; HEALTH RECORDS</u></p> <ul style="list-style-type: none"> <li>• Maintenance logs</li> <li>• Accidents to children</li> <li>• Child medication log</li> <li>• Medical consents from trips</li> <li>• Accident at work records (staff)</li> <li>• Staff use of hazardous substances</li> <li>• Risk assessments (carried out in respect of above)</li> </ul>	<p>10 years from date of last entry</p> <p>25 years from birth (unless safeguarding incident)</p> <p>End of the academic year</p> <p>1 year from trip unless medical treatment required for that pupil during trip, in which case 25 years from birth</p> <p>4 years from date of accident, but review case-by-case where possible</p> <p>7 years from end of date of use</p> <p>7 years from completion of relevant project, incident, event or activity.</p>
<p><u>IT RECORDS</u></p> <ul style="list-style-type: none"> <li>• Website analytics and logs (records of pages visited, IP addresses, other technical information)</li> <li>• Phone Logs</li> <li>• Web filter logs (records of URLs visited through school Internet connection)</li> <li>• CCTV Footage</li> </ul>	<p>2 years</p> <p>1 year</p> <p>1 year, unless extracted as evidence for a safeguarding or HR record</p> <p>4 months unless extracted as evidence for a safeguarding record or evidence of a crime, in which case indefinitely.</p>

Policy Last Updated: May 2018