



Records Retention Schedule

Author	AFFNS
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Introduction

1. Aspiring Foundations Federated Nursery Schools (AFFNS) processes a significant amount of personal information about its pupils, parents, staff, volunteers and other individuals that we come into contact with. This can include sensitive information (“Special Category Data”).
2. The Data Protection Act 2018 (DPA 2018) requires that we keep personal information for no longer than it is necessary for the purposes that it was processed. This is known as the principle of ‘Storage Limitation’. This Policy has been implemented to ensure that we meet this important requirement.
3. This procedure applies to all School staff, governors, volunteers and contractors.

Retention Guidelines

Schools are required to maintain a retention schedule listing the records which the Federation creates in the course of its business. 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 both the DPA 2018 and the Freedom of Information Act 2000. 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 records regardless of the media in which they are stored.

Benefits of a retention schedule

There are a number of benefits which arise from the use of a complete retention schedule: Managing records against the retention schedule is deemed to be “normal processing” under the DPA (2018) and the Freedom of Information Act 2000. Members of staff should be aware that once a Freedom of Information request is received or a legal hold imposed then records disposal relating to the request or legal hold must be stopped. Members of staff can be confident about safe disposal information at the appropriate time. Information which is subject to Freedom of Information and Data Protection legislation will be available when required. The school is not maintaining and storing information unnecessarily.

Maintaining and amending the retention schedule

Where appropriate, the retention schedule should be reviewed and amended to include any new record series created and remove any obsolete record series. This retention schedule contains recommended retention periods for the different record series created and maintained by schools in the course of their business. The schedule refers to all information regardless of the media in which it is stored. Some of the retention periods are governed by

statute. Others are guidelines following best practice. Every effort has been made to ensure that these retention periods are compliant with the requirements of the Data Protection Act 2018 and the Freedom of Information Act 2000. Managing record series using these retention guidelines will be deemed to be “normal processing” under the legislation mentioned above. If record series are to be kept for longer or shorter periods than laid out in this document the reasons for this need to be documented.

Using the Retention Schedule

The Retention Schedule is divided into five sections:

1. Pupil Management
2. Human Resources
3. Financial Management of the School
4. Management of the School/School Administration
5. Governance of the School
6. Health and Safety

Type of record	Data protection issues	Retention Schedule	Action at the end of administrative life of the record
1. Pupil Management			
Admissions – if the admission is successful	Yes	Date of admission + time pupil remains at nursery school. Transfer to new school setting when child leaves nursery school.	Secure disposal
Admissions – if the appeal is unsuccessful	Yes	Date of resolution + 1 year	Secure disposal
Pupil application not required	Yes	Log held electronically for 1 year	Secure disposal
Register of Admissions	Yes	Every entry in the admission register must be preserved for a period of 3 years after the date on which the entry was made	Secure disposal
Pupil record	Yes	2 years after the pupil has left school	Secure disposal
Special Educational Needs files, reviews and individual	Yes	All records sent to next school where	

education plans (this includes any EHCP and all advice and information shared regarding educational needs)		receipt is recorded, where they should be held for 25 years.	
Advice and information provided to parents regarding educational needs	Yes	All records sent to next school where receipt is recorded, where they should be held for 25 years.	
Child Protection	Yes	All records sent to next school where receipt is recorded, where they should be held for 25 years.	
Safeguarding	Yes	All records sent to next school where receipt is recorded, where they should be held for 25 years.	
Pupil Medical forms	Yes	Until the pupil leaves school	Secure disposal
Accident / Incident forms	Yes	Until pupil is 21 years	
Information on School Spider	Yes	Until the pupil leaves school	
Parental permission slips for trips		Conclusion of trip	Secure disposal
Parental permission slips for trips (Incident)		Until pupil is 21 years	
Attendance registers	Yes	Until the pupil leaves school	
2. Human Resources			
Job applications and interview records of unsuccessful candidates	Yes	Six months after notifying unsuccessful candidates.	Secure disposal
Job applications and interview records of successful candidates	Yes	6 years after employment ceases.	Secure disposal
Written particulars of employment, contracts of employment and changes to terms and conditions	Yes	6 years after employment ceases.	Secure disposal
Right to work documentation including identification documents	Yes	2 years after employment ceases.	Secure disposal

Immigration checks	Yes	2 years after employment ceases.	Secure disposal
Emergency contact details	Yes	6 years after employment ceases.	Secure disposal
Personnel records (including employment contract and staff training records)	Yes	Termination of employment + 6 years	Secure disposal
Annual leave records	Yes	Current year + 6 years	
Allegations of a child protection nature against a member of staff including where the allegation is founded		Until the person's normal retirement age, or 10 years from the date of the allegation whichever is the longer. Malicious allegations should be removed.	
Disciplinary records	Yes	<ul style="list-style-type: none"> - Oral warning: date of warning + 6 months. - First written warning: date of warning + 12 months. - Final warning: date of warning + 12 months. - Case not found: dispose of at conclusion of process unless child protection related where need to follow above the above entry re child protection allegations. 	Secure disposal
Records relating to overtime, and hours worked and payments made to staff	Yes	Permanently archived by payroll provider on iTrent system	

Annual and appraisal assessment records	Yes	Current year + 5 years	Secure disposal
Timesheets	Yes	Current year + 6 years	Secure disposal
3. Financial Management of the School			
Financial Records		Current year + 6 years	
Annual accounts		Current year + 6 years	Secure disposal
Loans and grants		Date of last payment on loan + 6 years	Secure disposal
Budget reports, budget monitoring		Current year + 3 years	Secure disposal
Pension records	Yes	Managed by HBC	
Retirement benefits schemes – notifiable events (for example, relating to incapacity)	Yes	Managed by HBC	
Payroll and wage records	Yes	Managed by HBC	
Maternity/Adoption/Paternity Leave records	Yes	Managed by HBC	
Statutory Sick Pay	Yes	Managed by HBC	
School Fund – invoices		Current year + 6 years	Secure disposal
School fund – receipts		Current year + 6 years	Secure disposal
School fund – bank statements		Current year + 6 years	Secure disposal
School fund – cheque books		Current year + 3 years	Secure disposal
School fund – paying in books		Current year + 6 years	Secure disposal
Petty cash		Current year + 6 years	Secure disposal
SLAs		Managed by HBC	
4. Management of the School/School Administration			
School Development Plans	Yes	Life of the plan + 6 years	Secure disposal
School Evaluation Form	Yes	Life of the plan + 6 years	Secure disposal
Staff / SLT meeting minutes	May be data protection issues if the meeting is dealing with confidential issues	Current year + 6 years	Secure disposal

	relating to staff or children		
Management of complaints	Yes	Date of complaint resolved + 3 years	Secure disposal
5. Governance of the School			
Agenda for Governing Body meetings	May be data protection issues if the meeting is dealing with confidential issues relating to staff	Permanently archived on Governor Hub	Secure disposal
Minutes of, and papers considered at, meetings of the Governing Body and its committees	May be data protection issues if the meeting is dealing with confidential issues relating to staff	Permanently archived on Governor Hub	
Minutes - Principal set (signed)		Life of school	
Minutes - Inspection copies		Date of meeting +3 years	Secure disposal
Reports presented to the Governing Body	May be data protection issues if the meeting is dealing with confidential issues relating to staff	Reports should be kept for a minimum of 6 years. All reports archived on Governor Hub	Secure disposal or retain with the signed set of minutes
Records relating to complaints dealt with by the Governing Body	Yes	Date of the resolution of the complaint + a minimum of 6 years then review for further retention in case of contentious disputes	Secure disposal
Declaration of Interests		Life of the School + 6 years All reports archived on Governor Hub	Secure disposal
6. Health and Safety			
Health and Safety Risk Assessments		Current year +3 years	Secure disposal
Accessibility plans	Yes	Current year + 6 years	Secure disposal
Fire precaution logbook		Current year + 6 years	Secure disposal
Records relating to any reportable accident, death	Yes	Date of incident + 12 years from the date the report was	Secure disposal

or injury in connection with work		made. In the case of serious accidents this time period will need to be extended further.	
Accident reporting		Adults – 6 years from the date of the incident Children – until the child turns 21	Secure disposal
Control of substances hazardous to health (COSHH)		(COSHH) Current year + 10 years	Secure disposal Where appropriate an additional retention period may be allocated.

Version Control and Change History

Version Control	Date Released	Review Date	Amendment
2	Nov 24	Oct 24	Policy created and retention schedule amended to reflect needs of the Federation and current legislation.