Data Retention Policy

For

WELLFIELD INFANT AND NURSERY SCHOOL

Version Number - 2

Implementation Date – September 2018

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Section 1 – Introduction

1. Functions of Wellfield Infant and Nursery School

Wellfield Infant and Nursery School is a two form entry school for Nursery through to Year Two. The school also has a Small Specialist Class for children with SCD/ ASD**.** Wellfield Infant and Nursery School provides the children in our care with a quality education that caters for their individual needs, supported by a highly professional and motivated staff in pleasant and well resourced surroundings.

2. Purpose of Disposal Schedule

This disposal schedule identifies the disposal arrangements for all records created by Wellfield Infant and Nursery School. The schedule complies with the requirements in the Public Records Act (NI) 1923 and by the Disposal of Documents Order (S.R.& O.1925 No 167). **Any records in C2K MIS System (SIMS) are being managed by C2K. Minimum retention periods for these records in SIMS are being adhered to. It is not necessary for schools to delete specific items of data from the SIMS system at this time.**

3. Categories of Disposal

- Destruction
- Review
- Permanent preservation

4. Consultation and Acknowledgements

We would like to acknowledge all those who were involved in the development and consultation of this Schedule (see Appendix A).

Section 2 – Operation of this Disposal of Records Schedule

1. Close

Manual records should be closed as soon as they have ceased to be of active use other than for reference purposes. When a file is due to be closed the appropriate member of staff should consult the disposal schedule and mark the front cover of the file, indicating the date on which the file can be destroyed, or whether it should be subject to the normal review procedures. Closing a file simply means that no further papers can be added but the file can be used for reference.

2. Minimum Retention Period

The minimum retention period required for each type of record is calculated from the point the file/record is closed.

3. Destroy

Where the disposal action is 'Destroy' the records should be kept for the period stated and then destroyed by the school in accordance with the directions on recycling and shredding. A record must be maintained of the files that have been destroyed.

4. Review

Where the disposal action is 'Normal Review' the file will be subject to the normal review processes. The First Review of the file takes place 5 years from the date of the last paper on the file and should not be later than 10 years from the opening of the file. Records of long-term administrative use need not

be brought forward for the First Review. This will be initiated by an appropriate official at the discretion of the school. The review procedures are as follows: -

(a) A member of staff should carry out a first review of each file based solely on its administrative value.

(b) The reviewing officer should keep a record of files that he/she wishes to keep for administrative purposes. This first review monitoring procedure will help to ensure that all types of files or file series have been covered in the disposal schedule or, if such files have been created since the disposal schedule was established, they can be added to a revised schedule.

5. Permanent Preservation

Where the disposal action is Permanent Preservation the records are exempt from the normal review procedures. In some cases the Public Record Office will seek transfer of files that are marked for permanent preservation.

6. Commitment to preserving files/records

Wellfield Infant and Nursery School declares that it will take measures to ensure that the records it creates will be physically well maintained and cared for while they are in its custody (i.e. until either destroyed or retained for permanent preservation).

7. Roles and Responsibilities

The School Principal is responsible for ensuring that records and information systems in their areas conform to this policy and to the requirements of legislation. **All members of staff** are responsible for documenting their

actions and decisions in the records and for maintaining the records in accordance with good records management practice.

The role of the **appointed member of staff** is to ensure compliance with Records Management standards within their area of responsibility, and to co-ordinate activities aimed at ensuring that information is recorded, stored, managed and disposed of both effectively and legally.

Section 3 – Definitions of Records held by (Name of School) in respect of each of its Functional Business Areas.

There are six main functional business areas for which Wellfield Infant and Nursery School keeps records as follows:

1. Management and Organisation
2. Legislation & Guidance
3. Pupils
4. Staff
5. Finance
6. Health & Safety

The records contained within these functional areas provide evidence and information about its business activities that are important for the efficient operation of the school.

1. Management and Organisation

This category includes the main records which the School holds in relation to the management and organisation of the school. Typical records would include the minutes of the Board of Governors, the Senior Management Team and Parent/Teachers Association meetings which record the major decision making processes of the school. Also included are records detailing development, planning and curriculum policies as well as those that demonstrate how the school reports to its parents and other organisations. Records include the School Development Plan, the School Prospectus, Curriculum policies, Annual Report, Emergency Planning and Business Continuity Plan along with the records of meetings, minutes, and policies documenting the decisions and actions taken within this business function.

2. Legislation and Guidance from DE, ELB, CCMS, GBA, NICIE

Files maintained under this heading contain papers relating to legislation e.g. the Education (NI) Order, Circulars, Guidance, Bulletins from the Dept of Education and Education & Library Boards etc, Correspondence in connection with Statistical Returns and documents relating to Dept of Education Inspections and Reports.

3. Pupils

Pupil Files contain vitally important records which, not only, capture the progress of the student throughout their time at the school, but also document their personal details and information beneficial to their well being within the school environment. Such records would include Admission Data, Attendance of the pupils at the school, Timetables and Class Groupings, Education/Progress Reports of pupils, Special Education Needs documentation, Child Protection information, Disciplinary Action taken, Examination Results, Careers Advice, School Trips details and Medical Records (details of medical conditions where medicines are required to be administered at school).

4. Staff

Records in this category refer to be those required for the Human Resources Management function within the school. These include Staff Personnel records (recruitment, interview notes, appointments, training, staff development etc), Staff Salary Records, Staff Induction, Sickness Records, Staff Performance Review, Substitute Teacher Records and Student Teachers on Teaching Practice etc.

5. Finance

This business function within the school maintains records for a range of finance activities such as Annual Budgets, Budget Monitoring, Annual Statement of Accounts, Procurement, Tender Information and Prices, Reconciliation of Invoices, Audit Reports etc.

6. Health & Safety

The health and safety of children and staff are of paramount importance in the school and such records to support this are kept e.g. Accident/Incident Book, Legal/Accident/Incident Forms, Risk Assessments, Fire Procedure, CCTV, Security System Files, Health and Safety Policy Statement.

SECTION 4 - SCHOOL DISPOSAL SCHEDULE

1. Management & Organisation

Record	File Action	Minimum Retention Period	Action After Retention
Board of Governors – general correspondence	Close at end of current school year	Permanent	Permanent Preservation
BOG Meetings Minutes (master)	Close at end of current school year	Permanent	Archive
BOG Meetings Minutes (inspection copies held by individuals)	Close at end of current school year	Date of meeting + 3 years	Destroy
Records of complaints & appeals to governing body(not including child protection)	Close at end of current school year	Retain for 6 years	Destroy
Head teacher's Reports	Close at end of current school year	Permanent	Archive
Senior Management Team-Meeting Minutes	Close at end of current school year	Permanent	Archive
Staff Meeting Minutes	Close at end of current school year	Normal Review	Determination on Review
School Development Plan	Retain whilst valid – close when superseded	Permanent	Archive
Curriculum Policies etc		Until superseded	Keep 1 copy of previous policies and destroy all others
Policy Statements (Data Protection, Internet, Health & Safety, Child Protection, Equality etc)		Review regularly & retain latest version	Keep 1 copy of previous policies after revision – review as appropriate

PTA – minutes and general correspondence	Close at end of current school year	Normal Review	Determine on Review
Visitors Book	Close at end of current school year	6 school years	Destroy
School Log Books	Close at the end of the current school year	Permanent	Archive
Circulars to Staff, Parents and Pupils	Close at end of current school year	3 school years	Destroy
Prospectus	Issued every academic year	6 years	Destroy
Comments/Complaints	Close at end of current school year	Normal Review	Determine on Review
Financial Annual Report & Accounts	Issued every academic year	Permanent	Permanent Preservation
School Fund	Close at end of current financial year	Current financial year + 6 years	Destroy
Copyright		During validity	ELB's may hold actual licences
Emergency Planning/Business Continuity Plan		Until superseded	Destroy

2. Legislation and Guidance from DE, ELB, CCMS, GBA, NICIE

Record	**File Action**	**Minimum Retention Period**	**Action After Retention**
Education (NI) Order		Until superseded	Destroy
Circulars, Guidance, Bulletins from DfE,LA etc		During validity	Destroy
Correspondence re: Statistical Returns to DfE, LA etc		6 school years	Destroy
DfE Reports, HMI/OFSTED Inspections, Internal Reviews		Normal Review	Permanent Preservation

3. Pupils

Record	File Action	Minimum Retention Period	Action After Retention
Pupil Admission Data	Close when register ceases to be used	10 years from date Register ceased to be used	Destroy
Applications for enrolment	Close at end of school year in which application received	3 years after enrolment	Destroy
Pupil Attendance Registers	Close when register ceases to be used	10 years from the date the Register ceased to be used.	Offer to PRONI for Permanent Preservation
Pupil Transfer Records	Close at end of current academic year	2 years after transfer	Destroy
Pupil Education Records - School/Progress Reports etc	Close when pupil leaves school	Until pupil is 22 years old	Destroy
Special Education Needs (including advice, reports, statements and EHCPs)	Close when pupil leaves school	Until Pupil is 25 years old (unless legal action pending)	Destroy
Child Protection	Retain in secure, confidential storage	Normal Review	Permanent Preservation
Disciplinary Action (Suspension/Expulsion)/Offences – bullying	Close when pupil leaves school	Until pupil is 22 years old	Destroy
Time allocated to Pupil referral units (held in pupil file)	Close when pupil leaves school	3 years	Destroy
Parental request for term absence	Close at end of current academic year	2 years	Destroy
Timetables + Class Groupings		Teacher's keep during validity of timetable	Destroy

Examination Results (Internal & External)	Close at end of current academic year	6 years	Destroy
Careers Advice	Close at end of current academic year	6 years	Destroy
School Meals returns	Close at end of current financial year	Current financial year + 6 years	Destroy
Free Meals registers	Close at end of current financial year	Current financial year + 6 years	Destroy
School Trips – Financial & Administration details	Close at end of current financial year	Current financial year + 6 years	Destroy
School Trips-Attendance/Staff Supervision etc	Close on completion of trip	8 years	Destroy
Drug Abuse		General reference material – keep whilst valid.	Destroy when superseded
Reports of Stolen/Damaged Items	Close at end of current academic year	7 years	Then destroy
Medical Records – records of pupils with medical conditions and details for the administration of drugs when necessary.	Close when pupil leaves school	Until pupil is 22years old or in the case of a Special Needs pupil, until 25 years old	Destroy

4. Staff

Record	File Action	Minimum Retention Period	Action After Retention
Staff Personnel Records (including recruitment, interview notes, appointment details, training, staff development, disciplinary etc.)	Close when member of staff leaves school	During validity +7 years after leaving employment	Destroy
Copies of documents used to check staff identity as part of safer recruitment process e.g. passport/birth certificate	Close when member of staff leaves school	During validity +7 years after leaving employment	Destroy
Records of unsuccessful applications (including application forms, recruitment, interview notes, references)	Close on the date of selection	6 months	Destroy
Unfounded allegations against staff (not Child Protection) Malicious	Immediately	None	Destroy
Malicious allegations against staff (including Child Protection)	Immediately	None	Destroy
Allegations of a Child Protection nature against a member of staff, including where the allegation is unfounded.	Close when member of staff leaves school and retain limited record (record of allegation and investigation outcome)	Limited record held for 10 years from the date of allegation	Destroy
Staff Salary Records (Maternity, Sick Pay, Pension Details)	Close at end of current financial year	Until teacher is 65 years old or 7 years after leaving employment	For Pension purposes
Staff Sickness Records (copies of Medical Certs)	Close at end of current academic year	Current academic year + 6 years	Destroy

Substitute Teacher Records	Close at end of current academic year	Current academic year + 6 years	Destroy
Substitute Staff Records-non teaching (cover for nursery assistants)	Close at end of current academic year	Current academic year + 6 years	Destroy
Student Records-non teaching (e.g. nursery assistant students & pupils from schools on work experience)	Close at end of current academic year	Current academic year + 6 years	Destroy
Student Teachers on Teaching Practice – student teacher progress	Close at end of current academic year	Current academic year + 6 years	Destroy
Procedures for Induction of Staff		Until superseded	Destroy
Staff/Teacher's Attendance Records	Close after leaving employment	7 years after leaving	Destroy
Staff Performance Review	Close at end of review period covered	During validity + 15 years	Destroy

5. Finance

Record	File Action	Minimum Retention Period	Action After Retention
Annual Budget	Close at end of current financial year	Current financial year + 6 years	Destroy
Budget Monitoring	Close at end of current financial year	Current financial year + 6 years	Destroy
Annual Statement of Accounts (Outturn Statement)	Close at end of current financial year	Current financial year + 6 years	Destroy
Order Books, Invoices, Bank Records, Cash Books, Till Rolls, Lodgement books etc	Close at end of current financial year	Current financial year + 6 years	Destroy
Postage Book	Close at end of current financial year	Current financial year + 6 years	Destroy
Purchasing – Tender Information & Prices		Until superseded	Destroy contract schedules when they expire.
Audit Reports	Close at end of current financial year	Current financial year + 6 years	Destroy

6. Health & Safety

Record	File Action	Minimum Retention Period	Action After Retention
Accident / Incident Book	Close after last entry in book	15 years	Destroy
Legal /Accident/Incident Forms		Until pupil is at least 22 years old or in the case of an adult 4 years from the date of the accident	Destroy
Risk Assessments – work experience locations/pupils		3 years after superseded	Destroy
COSHH Records		10 years	Destroy
Contact with Asbestos		40 years	Destroy
Contact with Radiation		50 years	Destroy
H & S Reports		15 years	Destroy
Fire Procedure		Until superseded	Retain copies of earlier versions
Security System File		For the life of the system	Then Destroy
HS Policy Statement		Until superseded	Retain earlier versions up to 15 years and review as necessary

Individual schools to consider retention of:

Emails/General Correspondence
Photos/Videos/Films/Slides/Newspaper Cuttings (in order to retain a historic record/evidence of school life)
Programme of school events/Newsletters (where individuals are named)
School Council Minutes
PTA Minutes
Teacher Records (e.g. test scores/homework)
Pupils' Work

Section 5 – Signatories

Signed in Accordance with the Public Records Act (Northern Ireland), 1923

Patricia Kernaghan

Patricia Kernaghan
Head of Records Management & Administration Section,
Public Record Office of Northern Ireland

Gerry Slater

Gerry Slater
Deputy Keeper of the Records,
Public Record Office of Northern Ireland

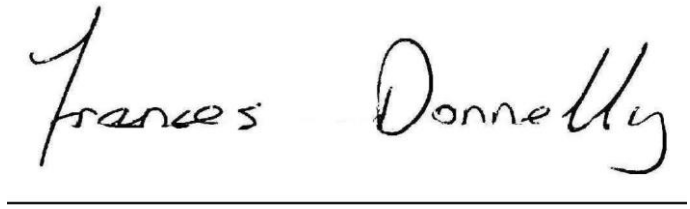


Will Haire
Permanent Secretary
Department of Education

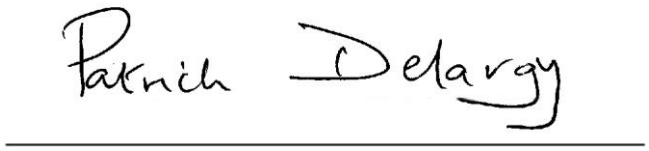
Paul Sweeney

Paul Sweeney
Permanent Secretary
Department of Culture Arts and Leisure

Section 5 – Signatories continued



Senior Development Officer
Northern Ireland Council for Integrated Education

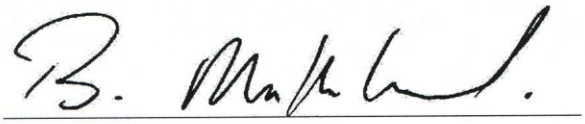


Chairman
The Governing Bodies Association for Voluntary Grammar Schools

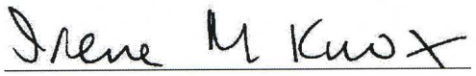


Freedom of Information Manager
Comhairle na Gaelscolaiochta

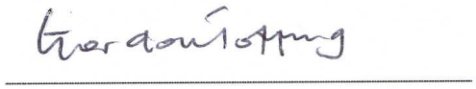
Section 5 – Signatories continued



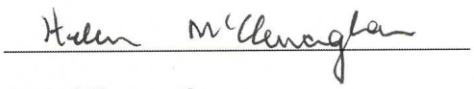
Chief Executive
Western Education and Library Board



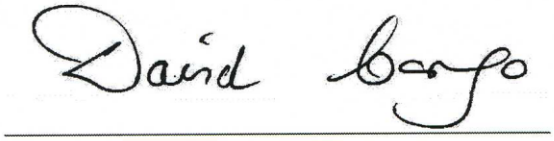
Chief Executive
South Eastern Education and Library Board



Chief Executive
North Eastern Education and Library Board



Chief Executive
Southern Education and Library Board



Chief Executive
Belfast Education and Library Board



Chief Executive
Council for Catholic Maintained Schools

Appendix A

Those consulted about the content of this schedule include:

- Department of Education
- PRONI
- ELB Solicitors
- ELB Schools
- Education and Library Boards
- CCMS
- C2K
- NICIE
- Irish Medium Schools
- GBA
- CCEA

Appendix B

Records Management Policy

The School recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the institution. This document provides the policy framework through which this effective management can be achieved and audited. It covers:

- Scope
- Responsibilities
- Relationships with existing policies

1 Scope of the policy

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

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

1.3 A small percentage of the school's records will be selected for permanent preservation as part of the institution's archives and for historical research.

2 Responsibilities

2.1 The 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 Head of the School.

2.2 The person responsible for records management in the school will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely.

2.3 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 school's records management guidelines.

3 This policy has been drawn up within the context of:

- The Freedom of Information Act 2000
- The Data Protection Act 1998

and other legislation or regulations (including audit, equal opportunities and ethics) affecting the school.