



# SILCOATES

Independent education for boys and girls aged 3-18

## Retention of Records Policy

Silcoates School (“the School”) recognises that by efficiently managing its records, it will be able to comply with its legal and regulatory obligations and to contribute to the effective overall management of the institution.

The School gives due consideration to:

- Good practice in accordance within the School’s Privacy Policy
- Statutory duties and government guidance relating to school, including for safeguarding purposes.
- Disclosure requirements for potential future litigation.
- Contractual obligations.
- The law of confidentiality and privacy.
- Current Data Protection legislation.

### Scope of the policy

1.1 This policy applies to all records created, received or maintained by the School in the course of the performance of its various functions, as outlined in the School’s Privacy Policy.

1.2 Records are defined as any documents which contain evidence or information relating to the school its staff, pupils or parents which facilitate the running of the school and which are thereafter retained (for a set period) to provide evidence of its activities, transactions or decisions. These records may be created, received or maintained in hard copy or digital.

### Responsibilities

2.1 The school has a responsibility to maintain its records keeping systems in accordance with the prevailing regulatory environment. The person with overall responsibility for this policy is the Headmaster 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 in timely way. They will also monitor compliance with this policy by surveying at least annually to check if records are stored securely and can be accessed appropriately.

2.3 Individual employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with school’s records management guidelines.



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## Retention Periods

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 Registers</li> <li>• Minutes of Governors' meetings</li> <li>• Annual curriculum</li> <li>• Timetables</li> </ul>	<p>Permanent (or until closure of the school)</p> <p>6 years from last date of entry, then archive.</p> <p>6 years from date of meeting</p> <p>3 years from end of year</p> <p>2 years from end of year</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>o Pupil reports</li> <li>o Pupil performance records</li> <li>o Pupil medical records</li> </ul> </li> <li>• Special educational needs records (<i>to be risk assessed individually</i>)</li> </ul>	<p>25 years from date of birth (or, if pupil not admitted, up to 7 years from that decision).</p> <p>7 years from pupil leaving school</p> <p>25 years from date of birth (subject to 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>



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<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</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>CORPORATE RECORDS (where applicable)</u></p> <ul style="list-style-type: none"> <li>• Certificates of Incorporation</li> <li>• Minutes, Notes and Resolutions of Boards or Management Meetings</li> <li>• Shareholder resolutions</li> <li>• Register of Members/Shareholders</li> <li>• Annual reports</li> </ul>	<p>Permanent (or until dissolution of the company)</p> <p>Minimum – 10 years</p> <p>Minimum – 10 years</p> <p>Permanent (minimum 10 years for ex-members/shareholders)</p> <p>Minimum – 6 years</p>



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<u>ACCOUNTING RECORDS</u>	
<ul style="list-style-type: none"><li>Accounting records</li></ul>	6 years for UK charities (and public companies) from the end of the financial year in which the transaction took place  Internationally: can be up to 20 years depending on local legal/accountancy requirements
<ul style="list-style-type: none"><li>Tax returns</li></ul>	6 years
<ul style="list-style-type: none"><li>VAT returns</li></ul>	6 years
<ul style="list-style-type: none"><li>Budget and internal financial reports</li></ul>	3 years
<u>CONTRACTS AND AGREEMENTS</u>	
<ul style="list-style-type: none"><li>Signed or final/concluded agreements</li></ul>	7 years from completion of contractual obligations or term of agreement, whichever is the later
<ul style="list-style-type: none"><li>Deeds (or contracts under seal)</li></ul>	13 years from completion of contractual obligation or term of agreement



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<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>• 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> <li>• Health records relating to employees</li> </ul>	<p>Permanent record of all mandatory checks that have been undertaken (but <u>not</u> DBS certificate itself: 6 months as above)</p> <p>7 years from end of employment</p> <p>7 years from end of employment (and for duration thereof)</p> <p>As above, but <u>do not delete any information which may be relevant to historic safeguarding claims.</u></p> <p>6 years</p> <p>7 years from end of employment</p> <p>3 months</p> <p>4 years</p> <p>7 years from end of employment</p>



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<p><b><u>INSURANCE RECORDS</u></b></p> <ul style="list-style-type: none"> <li>Insurance policies</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><b><u>ENVIRONMENTAL, HEALTH &amp; DATA</u></b></p> <ul style="list-style-type: none"> <li>Maintenance logs</li> <li>Accidents to children</li> <li>Accident at work records (staff)</li> <li>Staff use of hazardous substances <sup>4</sup></li> </ul>	<p>10 years from date of last entry</p> <p>25 years from birth (longer for safeguarding)</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>
<ul style="list-style-type: none"> <li>Risk assessments (carried out in respect of above)</li> <li>Data protection records documenting processing activity, data breaches</li> </ul>	<p>7 years from completion of relevant project, incident, event or activity.</p> <p>No limit: as long as up-to-date and relevant and data is held</p>

<b>Reviewed by:</b>	Mr Johnson – Bursar Mrs R Thompson – Data Protection Office		
<b>Date of last review:</b>	June 2021	<b>Date of next review:</b>	June 2022