

Records Retention Schedule - Schools



SCHOOL DETAILS	
School Name	Bickleigh Down CE (Aided) Primary School
Address	School Drive, PL6 7JW
Data Protection Officer Email	Jenny Goodall (admin@bickleighdown.devon.sch.uk)
Telephone	01752 301837

Records relating to HR/Personnel/employees	Personal data?	Statutory Provisions	Retention Period	Further Information	Action at end of administrative life of record
Staff personnel files	Y	Section 2 of the Limitation Act 1980	6 years from termination of employment		Secure disposal
Interview notes and recruitment records - unsuccessful candidate	Y		Date of interview notes + 6 months		Secure disposal
Interview notes and recruitment records - successful candidate	Y		All relevant details added to personnel file. Other information held for 6 months.		Secure disposal
Sick pay, timesheets	Y	Financial Regulations	Current + 6 years		Secure disposal
Single Central Record (SCR)	Y	Keeping Children Safe in Education (DfE 2025)	It's important to treat leavers on SCR in the same way as staffing records, e.g., normally a leaver tab and then delete after 6 years		Secure disposal
Pre-employment vetting information (DBS)	Y	Keeping Children Safe in Education (DfE 2025)	Date of check + 6 months		Secure disposal
Disciplinary Proceedings	Y		Where the warning relates to CP issues see CP guidance		
Oral Warning	Y		Date of warning + 6 months		Secure disposal
Written Warning - level one	Y		Date of warning + 6 months		Secure disposal
Written Warning - level two	Y		Date of warning + 12 months		Secure disposal
Final Warning	Y		Date of warning + 18 months		Secure disposal
Case not found	Y		Where the warning relates to CP issues see CP guidance otherwise dispose of all the conclusion of the case.		Secure disposal
Records relating to accident/injury at work	Y		Date of incident + 12 years		In case of serious accident a further retention period will need to be applied. Secure disposal
Annual appraisal and assessment records	Y		Current year + 5 years		Secure disposal
Maternity pay records	Y	Statutory Maternity Pay (General) Regs 1986	3 years after the end of the tax year in which the maternity pay period ends		Secure disposal
Pay records	Y	PAYE and payroll for employers; keeping records	3 years from the end of the tax year they relate to		Secure disposal
Records held under retirement benefits schemes (Information Powers) Regs 1995	Y		Current year + 6 years		Secure disposal
Proof of identity collected as part of checking	Y		Where possible these should be checked and a note of what was checked placed on personnel file.		Secure disposal
Copies of DBS certificates	Y	Keeping Children Safe in Education (DfE 2025)	6 months from date of recruitment - hold on Personnel file		Secure disposal
Retirement benefits	Y	Regulation 15 of the Retirement Benefits Schemes (Information Powers) Regulations 1995	Minimum of 6 years from the end of the year in which the accounts were signed.		Secure disposal
Qualification certificates	Y		Records dated and kept on personnel file until termination of employment + 2 years		Secure disposal
Records Relating to Child Protection	Personal data?	Statutory Provisions	Retention Period	Further Information	Action at end of retention period
Child protection files (not relating to alleged or actual sexual abuse)	Y	Keeping Children Safe in Education (DfE 2025) and The Report of the Independent Inquiry into Child Sexual Abuse (IICSA) recommendation on access to records.	Retain until the child's 25th birthday.	Child protection files should be passed on to any new school a child attends. <i>This should be transferred as separately from the main pupil file.</i>	Secure disposal
Child protection files (relating to alleged or actual sexual abuse)	Y	Keeping Children Safe in Education (DfE 2025) and The Report of the Independent Inquiry into Child Sexual Abuse (IICSA) recommendation on access to records.	Retain until the child's 75th birthday.	Child protection files should be passed on to any new school a child attends. <i>This should be transferred as separately from the main pupil file.</i>	Secure disposal
Allegation of CP nature against a member of staff, including where the allegation is unfounded.	Y	Employment Practices Code: Supplementary Guidance 2.13.1 (Records of Disciplinary Grievance). Education Act 2002 Guidance "Dealing with Allegations of Abuse against Teachers and Other Staff" November 2005,Keeping Children Safe in Education (DfE 2025)	Until the person's normal retirement age or 10 years from the date of the allegation whichever is the longer.	Allegations that are found to be malicious should be removed from personnel files.	Secure disposal
Records Relating to Governors	Personal data?	Statutory Provisions	Retention Period	Further Information	Action at end of administrative life of record
Principal set of minutes (signed)	N		Permanent		Must be available in school for 6 years from the meeting. Can then be archived/stored elsewhere.
Inspection copies of minutes	N		Date of meeting + 3 years		Secure disposal (if these minutes contain any sensitive personal information then they must be shredded).
Agendas	N		One copy retained with master set of minutes. All other copies disposed of.		Secure disposal
Reports	N		Date of report + 6 years		Retain in school for 6 years from report date. Can consider archiving/storing anything important.
Annual parents' meeting papers	N	Education Act 2011, Section 33	Date of meeting + 6 years		Retain in school for 6 years from report date. Can consider archiving/storing anything important.
Instruments of Government	N		Permanent		Retain in school whilst school open. Can then be archived/stored elsewhere.
Trusts & Endowments	N		Permanent		Retain in school whilst operationally required. Can then be archived/stored elsewhere.
Action Plans	N		Date of action plan + 3 years		Secure disposal
Policy documents	N		Expiry of policy + 3 years		Retain in school whilst policy operational (includes if the expired policy is part of a past decision making process).
Complaints files	Y		Date of complaint resolution + 6 years		Review for further retention in the case of contentious disputes. Secure disposal.
Annual governors' reports required by DfE	N	Education (Governors' Annual Reports)(England)(Amendment)Regulations 2002. Retain as detailed in Section 2 of the Limitation Act 1980.	Date of report + 10 years		Secure disposal
Proposals concerning the change of status of a maintained school including Specialist Status Schools and Academies	N		Current year + 3 years		Secure disposal

Records Relating to School Management	Personal data?	Statutory Provisions	Retention Period	Further Information	Action at end of administrative life of record
Minutes of the senior management team and other internal administrative bodies	Y	Companies Act 2006 / Compliance guidance in the maintained schools governance guide / Compliance guidance in the academy trust governance guide / Academy trust handbook	10 years from the date of the meeting		Retain in school for 5 years from meeting date. Can consider archiving/storing anything important.
Board meeting records		Companies Act 2006 / Compliance guidance in the maintained schools governance guide / Compliance guidance in the academy trust governance guide / Academy trust handbook	10 years from the date of the meeting		
Reports made by the head teacher or management team	Y		Date of report + 3 years		Retain in school for 3 years from report date. Can consider archiving/storing anything important.
Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities.	Y		Closure of file + 6 years		Secure disposal
Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	Potentially		Date of correspondence + 3 years		Secure disposal
Directors - disqualification	Y	The Education (Company Directors Disqualification Act 1986: Amendments to Disqualification Provisions) (England) Regulations 2004.	15 years from the date of disqualification		Secure disposal.
Professional development plans	Y		Closure of file + 6 years		Secure disposal
Memorandums of Understanding		Companies Act 2006 / Compliance guidance in the maintained schools governance guide / Compliance guidance in the academy trust governance guide / Academy trust handbook	Life of the school + 6 years		Secure disposal
School development plans	N		Closure of file + 6 years		Review for further retention. Secure disposal.
Records Relating to Pupils	Personal data?	Statutory Provisions	Retention Period	Further Information	Action at end of administrative life of record
Admissions	Y	Regulation 7 of the DfE School Attendance (Pupil Registration) (England) Regulations 2024.	6 years from the admission date.		Retain in school for 6 years from admission date then securely dispose.
All records relating to the creation and implementation of the School's Admissions Policy	N	School Admissions Code	Life of the policy + 3 years		Secure disposal
Admissions - if the admission appeal was successful	Y		Admission + 1 year		Secure disposal
Admissions - if the appeal was unsuccessful	Y		Resolution of case + 1 year		Secure disposal
Proof of address supplied by parents as part of the admissions process	Y	School Admissions Code	Current year + 1 year		Secure disposal
Supplementary information form including additional information such as religion, medical conditions supplied as part of the admissions process	Y		As per the corresponding admission record		Secure disposal