



# Records Retention Schedule

**Chatsworth High School & Community College**

**Version: 2**

**Reviewed:** February 2023

**To be reviewed:** February 2024

## Document control

### Version control/History

Name	Description	Date
Andrew van Damms	V0.1 Draft Record retention schedule	31/10/18
Debbie McCarron	V2 reviewed & updated references to UK GDPR	March 21

## Approvals

Name	Position	Date

TYPE OF RECORD	RETENTION PERIOD
<b>Pupil Records</b>	
Admissions – if the admission is successful	Date of admission + 1 year
Admissions – if the appeal is unsuccessful	Resolution of case + 1 year
Register of Admissions	Every entry must be preserved for 3 years after the date the entry was made
Pupil Record	Until the child turns 25.
Special Educational Needs files, reviews and individual education plans (this includes any statement and all advice and information shared regarding educational needs)	Until the child turns 25.
Attendance Registers	3 years from the date of entry
School Meals Registers	Current year + 3 years
Free School Meals Registers	Current year + 6 years
<b>Employment Records</b>	
Job applications and interview records of unsuccessful candidates	Six months after notifying unsuccessful candidates, unless the school has applicants' consent to keep their CVs for future reference. In this case, application forms will give applicants the opportunity to object to their details being retained
Job applications and interview records of successful candidates	6 years after employment ceases
Written particulars of employment, contracts of employment and changes to terms and conditions	6 years after employment ceases
Right to work documentation including identification documents	2 years after employment ceases
Immigration checks	Two years after the termination of employment

DBS checks and disclosures of criminal records forms	As soon as practicable after the check has been completed and the outcome recorded (i.e. whether it is satisfactory or not) unless in exceptional circumstances (for example to allow for consideration and resolution of any disputes or complaints) in which case, for no longer than 6 months.
Change of personal details notifications	No longer than 6 months after receiving this notification
Emergency contact details	Destroyed on termination
Personnel and training records	While employment continues and up to six years after employment ceases
Annual leave records	Six years after the end of tax year they relate to or possibly longer if leave can be carried over from year to year
Consents for the processing of personal and sensitive data	For as long as the data is being processed and up to 6 years afterwards
Working Time Regulations: • Opt out forms  • Records of compliance with WTR	Two years from the date on which they were entered into  Two years after the relevant period
Allegations of a child protection nature against a member of staff including where the allegation is founded	10 years from the date of the allegation or the person's normal retirement age (whichever is longer). This should be kept under review. Malicious allegations should be removed.
Disciplinary records	<ul style="list-style-type: none"> <li>• Oral warning – date of warning + 6 months</li> <li>• written warning level 1 – date of warning + 6 months</li> <li>• written warning level 2 – date of warning + 12 months</li> <li>• Final warning – date of warning + 18 months</li> <li>• 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</li> </ul>

<b>Temporary and Casual Workers</b>	
Records relating to hours worked and payments made to workers	3 years
<b>Financial and Payroll Records</b>	
Pension records	12 years
Retirement benefits schemes – notifiable events (for example, relating to incapacity)	6 years from the end of the scheme year in which the event took place
Payroll and wage records	6 years after end of tax year they relate to
Maternity/Adoption/Paternity Leave records	3 years after end of tax year they relate to
Statutory Sick Pay	3 years after end of tax year they relate to
Current bank details	No longer than necessary
<b>Agreements and Administration Paperwork</b>	
Collective workforce agreements and past agreements that could affect present employees	Permanently
Trade union agreements	10 years after ceasing to be effective
School Development Plans	3 years from the life of the plan
Professional Development Plans	6 years from the life of the plan
Visitors Book and Signing In Sheets	6 years
Newsletters and circulars to staff, parents and pupils	1 year
<b>Health and Safety Records</b>	
Health and Safety consultations	Permanently
Health and Safety Risk Assessments	3 years from the life of the risk assessment

Records relating to any reportable accident, death or injury in connection with work	Date of incident + 12 years from the date the report was 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 – when the child attains 25 years of age
Fire precaution log books	Current year + 6 years
Control of substances hazardous to health (COSHH)	Current year + 40 years
Process of monitoring areas where employees and persons are likely to have come into contact with asbestos	Last action + 40 years
Process of monitoring areas where employees and persons are likely to have come into contact with radiation	Last action + 50 years