



Falkner House Disposal of Records Policy

Nursery - Year 6 including EYFS

Section 1 – Introduction

Falkner House 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 school. Records provide evidence for protecting the legal rights and interests of the school, and provide evidence for demonstrating performance and accountability. This document provides the policy framework through which this effective management can be achieved and audited. It covers:

- Scope
- Responsibilities
- Relationships with existing policies

Section 2 - 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.
- 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.
- 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.

Section 3 – Responsibilities

- The LLP is responsible for ensuring that the School complies with the commitment laid out in this Policy. The Headteacher is charged with operational compliance and will assign any specific staff responsibilities as required in order to help fulfil the School's commitment to effective records management. A
- All members of staff are responsible for creating and maintaining records in accordance with good records management practice.

Section 4 – Relationship with Existing Policies

This policy has been drawn up within the context of:

- Data Protection policy
- Any other legislation or regulations (including audit, equal opportunities and ethics) affecting the school.



Section 5 - The purpose of the retention guidelines

- The retention schedule lays down the basis for normal processing under both the GDPR, Data Protection Act 2018.
- 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 record series regardless of the media in which they are stored.

1. Records Relating to Child Protection

Basic File Description		Data Protection Issue	Statutory Provisions	Retention Period	Action at End of Administrative Life of Record
1.1	Child protection files	Yes	Education Act 2002, s175, related guidance "Safeguarding Children in Education", September 2018	Date of birth + 25 years	Secure disposal
1.2	Allegation of child protection nature against a member of staff, including where the allegation is unfounded	Yes	Employment Practices Code: Supplementary Guidance 2.13.1 (Records of Disciplinary and Grievance). Education Act 2002 Guidance "Dealing with Allegations of Abuse against Teachers and Other Staff" November 2005	Until the person's normal retirement age, or 10 years from the date of the allegation whichever is the longer	Secure disposal



2. Records Relating to LLP

	Basic File Description	Data Protection Issue	Statutory Provisions	Retention Period	Action at End of Administrative Life of Record
2.1	Minutes	No		Permanent	Must be available in school for 6 years from the meeting. Can then be archived/stored elsewhere.

3. Records Relating to School Management

3.1	Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	Yes		Date of correspondence + 10 years	Secure disposal
3.2	Admissions - if the admission is successful	Yes		Admission + life of child at school	Secure disposal
3.3	Admissions - if the appeal is unsuccessful	Yes		Admission + potential life of child at school	Secure disposal
3.4	Proof of address supplied by parents as part of the admissions process	Yes		Retain for time which the pupil remains at the primary school	Secure disposal
3.5	Supplementary information form including additional information such as religion, medical conditions supplied as part of the admissions process	Yes		Retain for time which the pupil remains at the primary school	Secure disposal

4. Records Relating to Pupils

	Basic File Description	Data Protection Issue	Statutory Provisions	Retention Period	Action at End of Administrative Life of Record
4.1	Admission registers	Yes		Entry + 7 years	Retain in school for 7 years from entry. Secure disposal.
4.2	Attendance registers	Yes		Date of register + 3 years	Secure disposal



4.3	Pupil files retained in schools	Yes		Retain for time which the pupil remains at Falkner House	Secure disposal
4.4	Special Educational Needs files, reviews and individual education plans	Yes		Date of birth + 25 years	Secure disposal
4.5	Internal examination results	Yes		Retain for time which the pupil remains at the primary school	Secure disposal
4.6	Statement maintained under the Education Act 1996 Section 324	Yes	Special Educational Needs and Disability Act 2001 Section 1	Date of birth + 30 years	Secure disposal unless legal action is pending
4.7	Proposed statement or amended statement	Yes	Special Educational Needs and Disability Act 2001 Section 1	Date of birth + 30 years	Secure disposal unless legal action is pending
4.8	Advice and information to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2014	Closure + 12 years	Secure disposal unless legal action is pending
4.9	Accessibility strategy	Yes	Special Educational Needs and Disability Act 2014	Closure + 12 years	Secure disposal unless legal action is pending
4.10	Parental permission slips for school trips, where	Yes		Retain for time which the pupil remains at the	Secure disposal unless legal action is pending



	there has been no major incident			primary school	
4.11	Parental permission slips for school trips, where there has been a major incident	Yes	Limitation Act 1980	Date of birth of pupil involved in the incident + 25 years	Secure disposal. Permission slips for all pupils on trip need to be retained for period to show that the rules had been followed for all pupils.

5. Records Relating to Child Curriculum

	Basic File Description	Data Protection Issue	Statutory Provisions	Retention Period	Action at End of Administrative Life of Record
5.1	School development plan	No		Current year + 6 years	
5.2	Schemes of work and timetable	No		Current year + 1 year	
5.3	Mark book (contains exam results) and record books (electronic only)	Yes/No		Current year + 1 year	It may be appropriate to review these records at end of each year and allocate a new retention period. Secure disposal.
5.4	Pupils' work	Yes		Current term	



6. Records Relating to Personnel Records

	Basic File Description	Data Protection Issue	Statutory Provisions	Retention Period	Action at End of Administrative Life of Record
6.1	Timesheets, sick pay	Yes	Financial Regulations	Current year + 6 years	Secure disposal
6.2	Staff personnel files	Yes		Termination + 10 years	Secure disposal
6.3	Interview notes and recruitment records	Yes		Date of interview notes + 6 months if unsuccessful. If successful place in personnel file.	Secure disposal
6.4	Pre-employment vetting information (including CRB checks)	Yes	DBS guidelines	Date of check + 6 months	Secure disposal
6.5	Disciplinary proceedings	Yes	Where the warning relates to child protection issues see 1.2		
6.5a	Oral warning	Yes		Date of warning + 6 months	Secure disposal
6.5b	Written warning - level one	Yes		Date of warning + 6 months	Secure disposal
6.5c	Written warning - level one	Yes		Date of warning + 12 months	Secure disposal
6.5d	Final warning	Yes		Date of warning + 18 months	Secure disposal
6.5e	Case not found	Yes		If child protection see 1.2, otherwise destroy immediately	Secure disposal



6.6	Records relating to accident/injury at work	Yes		Date of incident + 12 years	In case of serious accidents a further retention period will need to be applied. Secure disposal
6.7	Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI 1999/567)	Current year + 3 years	Secure disposal
6.8	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes		Current year + 6 years	Secure disposal
6.9	Proofs of identity collected as part of the process for checking "portable" enhanced DBS disclosure	Yes		Where possible these should be checked and a note/copy of what was checked placed on personnel file. If felt necessary to keep any documentation this should also be placed in personnel file.	Secure disposal of notes/copies and return of originals.

7. Records Relating to Health and Safety

Basic File Description		Data Protection Issue	Statutory Provisions	Retention Period	Action at End of Administrative Life of Record
7.1	Accessibility plans	Yes	Disability Discrimination Act	Current year + 6 years	
7.2	Accident reporting adults and children		Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social	Date of incident + 7 years	Secure disposal

Mrs Anita Griggs Principal reviewed 9th October 2025. Date of next review - no later than 9th October 2026.



			Security Administration Act 1992 Section 8. Limitation Act 1980		
7.3	COSHH Incident reporting			Current year + 10 years	Where appropriate an additional retention period may be allocated. Secure disposal
7.4	Process of monitoring areas where employees and persons are likely to have come in contact with asbestos			Last action + 40 years	Secure disposal
7.5	Process of monitoring areas where employees and persons are likely to have come in contact with radiation			Last action + 50 years	Secure disposal
7.6	Fire precautions log book			Current year + 6 years	Secure disposal

8. Administrative Records

	Basic File Description	Data Protection Issue	Statutory Provisions	Retention Period	Action at End of Administrative Life of Record
8.1	Employer's liability certificate			Closure of school + 40 years	Secure disposal
8.2	Visitors book			Current year + 1 year	



9. Records Relating to Finance

	Basic File Description	Data Protection Issue	Statutory Provisions	Retention Period	Action at End of Administrative Life of Record
9.1	Annual accounts		Financial Regulations	Current year + 6 years	Secure disposal
9.2	Loans and grants		Financial Regulations	Date of last payment on loan + 12 years	Secure disposal
9.3	Invoice, receipts and other records covered by the Financial Regulations		Financial Regulations	Current year + 6 years	Secure disposal
9.4	Debtors' records		Limitations Act	Current year + 6 years	Secure disposal
9.5	School bank statements			Current year + 6 years	Secure disposal
9.6	Student grant applications	Yes		Current year + 3 years	Secure disposal
9.7	Petty cash books			Current year + 6 years	



10. Records Relating to Property

	Basic File Description	Data Protection Issue	Statutory Provisions	Retention Period	Action at End of Administrative Life of Record
10.1	Title deeds			Permanent	These should follow the property
10.2	Plans			Permanent	Retain in school whilst operational.
10.3	Maintenance and contractors		Financial Regulations	Current year + 6 years	
10.4	Insurance claim records			Current year + 6 years	
10.5	Maintenance log books			Current year + 1	
10.6	Contractors' reports			Current year + 6 years	

11. Records Relating to the Department of Education

	Basic File Description	Data Protection Issue	Statutory Provisions	Retention Period	Action at End of Administrative Life of Record
11.1	ISI reports and papers			Replace former report with new inspection report	