

EDSTART SCHOOLS

Retention Policy + Appendices

INFORMATION GOVERNANCE

Policy owner	EdStart Specialist Education Ltd
Applies to	EdStart Schools – All Sites
Category	Information governance
Approval and validity	September 2026 to September 2027
Review trigger	Annual review, or earlier following statutory, regulatory or operational change

Status: This 2026 version supersedes all previous versions.

Introduction

1. EdStart (“EdStart” / “we” / “us”) processes a significant amount of personal information about its pupils, parents, staff, volunteers and other individuals that we come into contact with. This can include sensitive information (“Special Category Data”).

2. The UK General Data Protection Regulation (the retained EU law version of the General Data Protection Regulation (EU) 2016/679) (“GDPR”) requires that we keep personal information for no longer than it is necessary for the purposes that it was processed. This is known as the principle of ‘Storage Limitation’. This Policy has been implemented to ensure that we meet this important requirement.

3. This procedure applies to all staff, volunteers and contractors.

The Importance Of Storage Limitation

4. For those tasked with meeting the requirements of this Policy, it is important to understand why we must not keep personal information for longer than is necessary.

5. Where EdStart holds personal information, it will always do so for a purpose that is necessary for it to function effectively. Once it becomes unnecessary to hold personal information, it creates risks that the data will become irrelevant, excessive or inaccurate. This can create risks to individuals because using their data could have negative consequences for them. A further problem that arises when information is held longer than necessary, is that it creates operational inefficiencies. For example, it can lead to unnecessary costs associated with storage and security of data, or increased time spent responding to subject access requests due to the time spent reviewing records unnecessarily.

6. With the above context being understood, those tasked with undertaking the requirements of this Policy are not only supporting us to meet its legal obligations under the UK GDPR, but also supporting us to operate efficiently.

The Procedure

7. Our Procedure is designed to be user friendly and easy to follow. There are 3 specific stages which are as follows:

(1) Review (2) Destruction (3) Certification

8. Each step is set out below.

A. REVIEW Retention Periods

9. The purpose of this task is to review both manual and electronic records, and to determine whether they have met the date for destruction set out in the Retention Schedule at Appendix A.

10. The GDPR does not set out how long we are required to hold personal information. It is up to us to assess the personal information that we process and determine the date by which it will no longer be necessary. Because the personal information processed by EdStart is so wide reaching, how long is necessary will depend on the type of data that we are concerned with and why we need it. In some instances, there is a legal requirement to keep personal information for a specific period of time. Ultimately, we must be able to justify why it is necessary to hold personal information for a given period of time.

11. To meet this requirement, the Data Protection Officer ("DPO") has developed a Records Retention Schedule ("Retention Schedule"). This schedule is informed by various sources, most notably the IRMS Academies Toolkit. The purpose of the Retention Schedule is to set out how long we will hold different categories of personal information for before it can be destroyed. A copy of the Retention Schedule is contained within Appendix A. The Retention Schedule creates a consistent, uniformed approach to data retention.

12. There is little use in having a Retention Schedule if no steps are taken to review these data sets, and to destroy those that have reached or surpassed the stated retention date. Our Policy is that we will carry out a review of records annual usually July basis. We have determined this review period based on our available resources and taking into account privacy risks to individuals. The Trust may however undertake more frequent reviews where there is justification for doing so.

13. Accordingly, on an annual usually July basis, we will review the records that we hold against the Retention Schedule. The person responsible for leading on this will be the Data Protection Lead (DPL) for each school. However, the review should be undertaken collaboratively, and the responsibility for review shared. In this regard, the DPL may delegate different parts of the Retention Schedule to the most appropriate individual(s) for review.

B. DESTRUCTION

14. Where the person responsible for reviewing the Retention Schedule determines that a particular data set is "no longer necessary", then it must be deleted or destroyed in accordance with the guidelines below:

(a) Hard copy records - Hard copy records must be destroyed by means of shredding, or by putting into approved confidential waste bins. No other form of destruction should be used without first obtaining approval from Executive Team Approval Meeting.

(b) Electronic records - The starting point is to irretrievably delete records from systems where it is possible to do so. However, the ICO recognises that for technical reasons associated with a particular system, it may

not always be possible to irretrievably delete records. For example, this may be because deleting a particular set of personal information that is no longer required will result in other personal information that remains necessary also being deleted; the ICO takes a realistic approach to issues such as these. In these circumstances, personal information that is deemed to be no longer necessary must be 'put beyond use'. This means that we:

(a) will be unable, or will not attempt, to use the personal data to inform any decision in respect of any individual or in a manner that affects the individual in any way; (b) not give any other organisation access to the personal data; (c) surround the personal data with appropriate technical and organisational security; and (d) commit to permanent deletion of the information if, or when, this becomes possible.

Accordingly, short of deletion, the personal information must be put beyond use.

15. A record of the records deleted should be entered into the destruction log, a copy of which can be found at Appendix B.

C. CERTIFICATION

16. Once the review is completed, the DPL will be responsible for signing the certification at Appendix C. The certification acts as confirmation that the school has completed the Review and destroyed records that are no longer necessary.

17. The certificate will be held centrally and should be sent to HR/Data and Senior DSL lead
admin@edstartschools.com

Appendix A

Records Retention Schedule

1. Governance

1.1 Governance of the Academy Trust

Basic file description Data Protection Statutory Provisions Retention Period [Operational] Action at end of Issues administrative life of the record 1.1.1 Appointment of Trustees, Yes Life of appointment + 6 years SECURE DISPOSAL Governors and Directors 1.1.2 Accessibility Plan There may be if Limitation Act 1980 Life of plan + 6 years SECURE DISPOSAL the plan refers to (section 2) specific pupils

1.2 Board of Directors, Members Meetings and Governing Body

Basic file description Data Protection Statutory Provisions Retention Period [Operational] Action at end of Issues administrative life of the record Board of Directors 1.2.1 Board Meeting Minutes Could be if the Companies Act 2006 Minutes must be kept for at least OFFER TO ARCHIVES minutes refer to (section 248) 10 years from the date of the living individuals meeting 1.2.2 Board Decisions Could be if the Date of the meeting + a OFFER TO ARCHIVES decisions refer minimum of 10 years to living individuals Committees 1.2.3 Minutes relating to any Could be if the Date of the meeting + a OFFER TO ARCHIVES committees set up by the minutes refer to minimum of 10 years Board of Directors living individuals General Members' Meeting

1.2.4 Records relating to the Could be if the Companies Act 2006 Minutes must be kept for at least OFFER TO ARCHIVES management of General minutes refer to (section 248) 10 years from the date of the Members' Meetings living individuals meeting 1.2.5 Records relating to the Could be if the Companies Act 2006 Minutes must be kept for at least OFFER TO ARCHIVES management of the minutes refer to (section 248) 10 years from the date of the Annual General Meeting living individuals meeting Governors 1.2.6 Agenda for Governing May be data One copy should be retained SECURE DISPOSAL Body meetings protection with the master set of minutes. issues if the All other copies can be disposed meeting is of dealing with confidential issues relating to

staff 1.2.7 Minutes of, and papers May be data considered at, meetings of protection the Governing Body and issues if the its committees meeting is dealing with confidential issues relating to staff Principal set (signed) Life of Academy Inspection copies Date of meeting + 3 years SECURE DISPOSAL 1.2.8 Reports presented to the May be data Reports should be kept for a SECURE DISPOSAL Governing Body protection minimum of 6 years. However, if or retain with the signed set issues if the the minutes refer directly to of minutes meeting is individual reports, then the dealing with reports should be kept for the confidential life of the Academy issues relating to staff 1.2.9 Records relating to Yes Date of the resolution of the SECURE DISPOSAL complaints dealt with by complaint + a minimum of 6

the Governing Body years then review for further retention in case of contentious disputes Statutory Registers1 1.2.10 Register of Directors Companies Act 2006 Life of the Academy + 6 years SECURE DISPOSAL 1.2.11 Register of Directors' Life of the Academy + 6 years SECURE DISPOSAL interests [this is not a statutory register] 1.2.12 Register of Directors' Companies Act 2006 Life of the Academy + 6 years SECURE DISPOSAL residential addresses 1.2.13 Register of gifts, Companies Act 2006 Life of the Academy + 6 years SECURE DISPOSAL hospitality and entertainments 1.2.14 Register of members Companies Act 2006 Life of the Academy + 6 years SECURE DISPOSAL 1.2.15 Register of secretaries Companies Act 2006 Life of the Academy + 6 years SECURE DISPOSAL 1.2.16 Register of Trustees' Life of the Academy + 6 years SECURE DISPOSAL interests 1.2.17 Declaration of Interests Life of the Academy + 6 years SECURE DISPOSAL Statements [Governors] [this is not a statutory register]

1.3 Funding and Finance

Basic file description Data Protection Statutory Provisions Retention Period [Operational] Action at end of Issues administrative life of the record Payroll and Pensions

1 Academies are required by law to keep specific records, collectively known as statutory registers or the statutory books. The registers record information relating to the Academy's operations and structure, such as the current directors. Records should be kept up-to-date to reflect any changes that take place.

1.3.1 Maternity pay records Yes Statutory Maternity Pay Current year + 3 years SECURE DISPOSAL (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567) 1.3.2 Records held under Yes Regulation 15 Retirement From the end of the year in SECURE DISPOSAL Retirement Benefits Benefits Schemes which the accounts were signed Schemes (Information (Information Powers) for a minimum of 6 years Powers) Regulations 1995 Regulations 1995 (SI1995/3103) 1.3.3 Management of the Yes Date of last payment on the SECURE DISPOSAL Teachers' Pension pension + 6 years Scheme 1.3.4 Records relating to Yes Date of last payment on the SECURE DISPOSAL pension registrations pension + 6 years 1.3.5 Payroll records Yes Date of payroll run + 6 years SECURE DISPOSAL 1.3.6 Student Grant applications Yes Current year + 3 years SECURE DISPOSAL 1.3.7 School Fund - Invoices No Current year + 6 years SECURE DISPOSAL 1.3.8 School Fund - Receipts No Current year + 6 years SECURE DISPOSAL 1.3.9 School Fund - Bank No Current year + 6 years SECURE DISPOSAL statements School Meals2 1.3.10 Free school meals Yes Current year + 6 years SECURE DISPOSAL registers 1.3.11 School meals registers Yes Current year + 3 years SECURE DISPOSAL

2 Unless it would be unreasonable to do so, school lunches should be provided when they are requested by, or on behalf of, any pupil. A school lunch must be provided free of charge to any

pupil entitled to free school lunches. From September 2014, free school lunches must be provided to all KS1 pupils.

2. Human Resources

2.1 Recruitment3

Basic file description Data Protection Statutory Provisions Retention Period [Operational] Action at end of Issues administrative life of the record 2.1.1 All records leading up to Yes Date of appointment + 6 years SECURE DISPOSAL the appointment of a new Head Teacher 2.1.2 All records leading up to Yes Date of

appointment of SECURE DISPOSAL the appointment of a new successful candidate + 6 months unsuccessful candidates 2.1.3 All records leading up to Yes All relevant information should SECURE DISPOSAL the appointment of a new be added to the Staff Personal member of staff – File (see below) and all other successful candidate information retained for 6 months 2.1.4 Proofs of identity collected Yes Where possible, these should SECURE DISPOSAL as part of the process of be checked, and a note kept of checking what was seen and what has “portable” enhanced DBS been checked. If it is felt disclosure necessary to keep copy documentation, then this should be added to the Staff Personal File

3 Academies do not necessarily have to employ people with qualified teacher status; only the SEN and designated LAC teacher must be qualified.

2.1.5 Pre-employment vetting Yes An employer’s guide to right Where possible, these SECURE DISPOSAL information – Evidence to work checks [Home documents should be added to proving the right to work in Office May 2015] the Staff Personal File, but if the United Kingdom⁴ they are kept separately, then the Home Office requires that the documents are kept for termination of employment plus not less than 2 years 2.1.6 Records relating to the Yes Where possible, these SECURE DISPOSAL employment of overseas documents should be added to teachers the Staff Personal File, but if they are kept separately, then the Home Office requires that the documents are kept for termination of employment plus not less than 2 years 2.1.7 Records relating to the Yes Date last member of staff SECURE DISPOSAL TUPE process transfers or leaves the organisation + 6 years

2.2 Operational Staff Management

Basic file description Data Protection Statutory Provisions Retention Period [Operational] Action at end of Issues administrative life of the record 2.2.1 Staff Personal File, Yes Limitation Act 1980 (section Termination of employment + 6 SECURE DISPOSAL including employment 2) years contract and staff training records 2.2.2 Timesheets Yes Current year + 6 years SECURE DISPOSAL 2.2.3 Annual appraisal / Yes Current year + 5 years SECURE DISPOSAL assessment records

4 Employers are required to take a “clear copy” of the documents which they are shown as part of this process.

2.3 Management of Disciplinary and Grievance Processes

Basic file description Data Protection Statutory Provisions Retention Period [Operational] Action at end of Issues administrative life of the record 2.3.1 Allegation which is child Yes “Keeping children safe in Until the person’s normal SECURE DISPOSAL protection in nature education Statutory retirement age or 10 years from These records must be against a member of staff, guidance for schools and the date of the allegation, shredded including where the colleges March 2015”; whichever is longer, then allegation is unfounded⁵ “Working together to REVIEW safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015” Disciplinary Yes proceedings 2.3.2 Oral warning Date of warning + 6 months⁶ SECURE DISPOSAL⁷ 2.3.3 Written warning – level 1 Date of warning + 6 months SECURE DISPOSAL 2.3.4 Written warning – level 2 Date of warning + 12 months SECURE DISPOSAL 2.3.5 Final warning Date of warning + 18 months SECURE DISPOSAL 2.3.6 Case not found If the incident is child protection SECURE DISPOSAL related then see above; otherwise, dispose of at the conclusion of the case

5 This review took place when the Independent Inquiry on Child Sexual Abuse was beginning. In light of this it is recommended that all records relating to child abuse are retained until the

Inquiry is completed. This section will then be reviewed again to take into account any recommendations the Inquiry might make concerning record retention. 6 Where the warning relates to child protection issues, see above. If the disciplinary proceedings relate to a child protection matter, please contact your Safeguarding Children Officer for

further advice. 7 If warnings are placed in personal files, then they must be weeded from the file.

2.4 Health and Safety

Basic file description Data Protection Statutory Provisions Retention Period [Operational] Action at end of Issues administrative life of the record 2.4.1 Records relating to Yes Date of incident + 12 years SECURE DISPOSAL accident/injury at work In the case of serious accidents, a further retention period will need to be applied 2.4.2 Accident reporting Yes Social Security (Claims and The official Accident Book must Payments) Regulations be retained for 3 years after the 1979 (regulation 25). last entry in the book. The book Social Security may be in paper or electronic Administration Act 1992 format. (section 8). The incident reporting form may Limitation Act 1980 be retained as below.

- Adults Date of incident + 6 years SECURE DISPOSAL
- Children Date of birth of the child + 25 SECURE DISPOSAL years 2.4.3 Incident reports Yes Current year + 20 years SECURE DISPOSAL

3. Management of the Academy

3.1 Admissions

Basic file description Data Protection Statutory Provisions Retention Period [Operational] Action at end of Issues administrative life of the record 3.1.1 Admissions – if the Yes School Admissions Code Date of admission + 1 year SECURE DISPOSAL admission is successful Statutory Guidance for

admission authorities, governing bodies, local authorities, schools' adjudicators and admission appeals panels December 3.1.2 Admissions – if the appeal Yes School Admissions Code Resolution of case + 1 year SECURE DISPOSAL is unsuccessful Statutory Guidance for admission authorities, governing bodies, local authorities, schools' adjudicators and admission appeals panels December 3.1.3 Register of admissions Yes School attendance: Every entry in the admission REVIEW Departmental advice for register must be preserved for a Schools may wish to consider maintained schools, period of 3 years after the date keeping the admission Academies, independent on which the entry was made register permanently, as often schools and local authorities schools receive enquiries October 2014 (page 6) from past pupils to confirm the dates they attended the school 3.1.4 Admissions – Secondary Yes Current year + 1 year SECURE DISPOSAL Schools – Casual 3.1.5 Proofs of address supplied Yes School Admissions Code Current year + 1 year SECURE DISPOSAL by parents as part of the Statutory Guidance for admissions process admission authorities, governing bodies, local authorities, schools' adjudicators and admission appeals panels December 3.1.6 Supplementary Yes information form, including additional information such

as religion and medical conditions

- Successful admissions This information should be SECURE DISPOSAL added to the pupil file
- Unsuccessful Until appeals process completed SECURE DISPOSAL admissions

3.2 Head Teacher and Senior Management Team

Basic file description Data Protection Statutory Provisions Retention Period [Operational] Action at end of Issues administrative life of the record 3.2.1 Log books of activity in the There may be Date of last entry in the book + a These could be of school maintained by the data protection minimum of 6 years then permanent historical value Head Teacher issues if the log REVIEW and should be offered to the book refers to County Archives Service, if individual pupils appropriate or members of staff 3.2.2 Minutes of Senior There may be Date of the meeting + 3 years SECURE DISPOSAL Management Team data protection then REVIEW meetings and meetings of issues if the other internal minutes refers administrative bodies to individual pupils or members of staff 3.2.3 Reports created by the There may be Date of the report + a minimum SECURE DISPOSAL Head Teacher or the data protection of 3 years then REVIEW Management Team issues if the report refers to individual pupils or members of staff

3.2.4 Records created by Head There may be Current academic year + 6 years SECURE DISPOSAL Teachers, Deputy Head data protection then REVIEW Teachers, heads of year issues if the and other members of records refer to staff with administrative individual pupils responsibilities or members of staff 3.2.5

Correspondence created There may be Date of correspondence + 3 SECURE DISPOSAL by Head Teachers, Deputy data protection years then REVIEW Head Teachers, heads of issues if the year and other members correspondence of staff with administrative refers to responsibilities individual pupils or members of staff

3.2.6 Professional Development Yes Life of the plan + 6 years SECURE DISPOSAL Plans

3.3 Operational Administration

Basic file description Data Protection Statutory Provisions Retention Period [Operational] Action at end of Issues administrative life of the record 3.3.1 Management of Yes Date of complaint resolved + 3 SECURE DISPOSAL complaints years 3.3.2 Visitors' books and signing Yes Current year + 6 years then SECURE DISPOSAL in sheets REVIEW

4. Pupil Management This section includes all records which are created during the time a pupil spends at the school. For information about accident reporting, see under Health and Safety above

4.1 Pupil's Educational Record

Basic file description Data Protection Statutory Provisions Retention Period [Operational] Action at end of Issues administrative life of the record 4.1.1 Pupil's Educational Yes The Education (Pupil Record required by The Information) (England) Education (Pupil Regulations 2005 (SI Information) (England) 2005 No. 1437) Regulations 2005

- Primary Retain whilst the child remains The file should follow the at the primary school pupil when they leave the primary school. This will include:
- To another primary school
- To a secondary school
- To a pupil referral unit If the pupil dies whilst at primary school, the file should be returned to the LA to be retained for the statutory retention period. If the pupil transfers to an independent school, transfers to home schooling or leaves the country, the file should be returned to the LA to be retained for the statutory retention period. Primary schools do not ordinarily have sufficient storage space to store records for pupils who have not transferred in the normal way. It makes more sense to transfer the record

to the LA, as it is more likely that the pupil will request the record from the LA.

- Secondary Limitation Act 1980 (section Date of birth of the pupil + 25 SECURE DISPOSAL 2) years 4.1.2 Records relating to the Yes Date of birth of the pupil SECURE DISPOSAL management of involved + 25 years exclusions 4.1.3 Management of Yes The examination board will examination registrations usually mandate how long these records need to be retained 4.1.4 Examination results – Yes pupil copies
- Public This information should be All uncollected certificates added to the pupil file should be returned to the examination board
- Internal This information should be added to the pupil file 4.1.5 Child protection Yes “Keeping children safe in If any records relating to child SECURE DISPOSAL – these information held on pupil education Statutory protection issues are placed on records MUST be shredded file guidance for schools and the pupil file, it should be in a colleges March 2015”; sealed envelope and then “Working together to retained for the same period of safeguard children. A guide time as the pupil file to inter-agency working to safeguard and promote the welfare of children March 2015” 4.1.6 Child protection Yes “Keeping children safe in Date of birth of the child + 25 SECURE DISPOSAL – these information held in education Statutory years then REVIEW This records MUST be shredded separate files guidance for schools and retention period was agreed in colleges March 2015”; consultation with the “Working together to Safeguarding Children Group on safeguard children. A guide the understanding that the to inter-agency working to safeguard and promote the principal copy of this information welfare of children March will be found on the LA Social 2015” Services record Retention periods relating to allegations made against adults can be found in the Human Resources section of this retention schedule

4.2 Attendance

Basic file description Data Protection Statutory Provisions Retention Period [Operational] Action at end of Issues administrative life of the record 4.2.1 Attendance registers Yes School attendance: Every entry in the attendance SECURE DISPOSAL Departmental advice for register must be preserved for a maintained schools, period of 3 years after the date Academies, independent on which the entry was made schools and local authorities October 2014 4.2.2 Correspondence relating Education Act 1996 Current academic year + 2 years SECURE DISPOSAL to authorised absence (section 7)

4.3 Special Educational Needs

Basic file description Data Protection Statutory Provisions Retention Period [Operational] Action at end of Issues administrative life of the record 4.3.1 Special Educational Yes Limitation Act 1980 Date of birth of the pupil + 25 REVIEW Needs files, reviews and (section 2) years Note: This retention period is Individual Education the minimum retention period Plans that any pupil file should be kept. Some authorities choose to keep SEN files for a longer period of time in order to defend themselves in a “failure to provide a sufficient education” case. There is an element of

business risk analysis involved in any decision to keep the records longer than the minimum retention period – this should be documented 4.3.2 Statement maintained Yes Education Act 1996 Date of birth of the pupil + 25 SECURE DISPOSAL, unless under section 234 of the Special Educational Needs years [This would normally be the document is subject to a Education Act 1990 and and Disability Act 2001 retained on the pupil file] legal hold any amendments made (section 1) to the statement 4.3.3 Advice and information Yes Special Educational Needs Date of birth of the pupil + 25 SECURE DISPOSAL, unless provided to parents and Disability Act 2001 years [This would normally be the document is subject to a regarding educational (section 2) retained on the pupil file] legal hold needs 4.3.4 Accessibility strategy Yes Special Educational Needs Date of birth of the pupil + 25 SECURE DISPOSAL, unless and Disability Act 2001 years [This would normally be the document is subject to a (section 14) retained on the pupil file] legal hold

5. Curriculum Management

5.1 Statistics and Management Information

Basic file description Data Protection Statutory Provisions Retention Period Action at end of Issues [Operational] administrative life of the record 5.1.1 Examination results Yes Current year + 6 years SECURE DISPOSAL (schools copy) 5.1.2 SATs records Yes

- Results The SATs results should be SECURE DISPOSAL recorded on the pupil’s educational file and will therefore be retained until the pupil reaches the age of 25 years. The school may wish to keep a composite record of all the whole year SATs results. These could be kept for current year + 6 years to allow suitable comparison
- Examination papers The examination papers should SECURE DISPOSAL be kept until any appeals/validation process is complete 5.1.3 Published Admission Yes Current year + 6 years SECURE DISPOSAL Number (PAN) reports 5.1.4 Value added and Yes Current year + 6 years SECURE DISPOSAL contextual data 5.1.5 Self-evaluation forms Yes Current year + 6 years SECURE DISPOSAL

6. Extracurricular Activities

6.1 Educational Visits outside the Classroom

Basic file description Data Protection Statutory Provisions Retention Period Action at end of Issues [Operational] administrative life of the record 6.1.1 Parental consent forms Yes Conclusion of the trip Although the consent forms for school trips where could be retained for date of there has been no major birth + 25 years, the requirement for them being needed is low and most schools do not have the storage capacity to retain

incident8 every single consent form issued by the school for this period of time 6.1.2 Parental permission slips Yes Limitation Act 1980 (section Date of birth of the pupil for school trips – where 2) involved in the incident + 25 there has been a major years. The permission slips for incident all the pupils on the trip need to be retained to show that the rules had been followed for all pupils 6.1.3 Records relating to Yes Date of birth of youngest pupil SECURE DISPOSAL residential trips involved + 25 years

6.2 Walking Bus

Basic file description Data Protection Statutory Provisions Retention Period Action at end of administrative Issues [Operational] life of the record 6.2.1 Walking bus registers Yes Date of register + 3 years. SECURE DISPOSAL This takes into account the [If these records are retained fact that, if there is an incident electronically any back up copies requiring an accident report, should be destroyed at the same the register will be submitted time] with the accident report and kept for the period of time required for accident reporting

8 One-off or blanket consent: The Department for Education (DfE) has prepared a one-off consent form to be signed by the parent on enrolment of their child in a school. this form is intended

to cover all types of visits and activities where parental consent is required. The form is available on the DfE website for establishments to adopt and adapt, as appropriate, at www.gov.uk/government/publications/consent-for-school-trips-and-other-off-site-activities. A similar form could be used or other establishments, such as Early Years Foundation Stage (EYFS) providers and youth groups, or at the start of programme for young people.

7. Central Government and Local Authority (LA) This section covers records created in the course of interaction between the school and the LA

7.1 Local Authority

Basic file description Data Protection Statutory Provisions Retention Period Action at end of administrative Issues [Operational] life of the record 7.1.1 Secondary transfer Yes Current year + 2 years SECURE DISPOSAL sheets (Primary) 7.1.2 Attendance returns Yes Current year +1 year SECURE DISPOSAL

Appendix B

Record Of Destruction

Item reference Description of Item No. of Person authorising Method Date (or other files/records destruction unique destroyed identifier)

Appendix C

Certificate

I, [insert name] [insert position] can confirm as follows:

(a) I have read and understood the Records Management Policy

(b) I can confirm that the [insert name of school or Trust] has completed a review of the records held in accordance with the Records Management Policy and the Retention Schedule at Appendix A.

(c) I can confirm that records that have met their date for destruction have been destroyed and a record of the same has been made in the Record of Destruction at Appendix B.

Name:

Position:

Date: