

**Alvaston Infant & Nursery School Information and Records Retention**

Alvaston Infant & Nursery School is committed to responsible data management, observing best practice on the retention and destruction of information.

The retention periods below are based on 2019 guidance from the Information and Records Management Society (IRMS). Whilst this is a summary document, further information and a more extensive set of retention protocols can be found at: <http://irms.org.uk/page/SchoolsToolkit>.

In the information below, Y denotes the year of record creation. Y+1 therefore signifies year of creation plus one school year. Dom signifies date of meeting and DLE date of last entry. For accident reporting for example, DLE+3 therefore means date of last entry in the record book plus three years. For health and safety reporting DoI signals date of incident. DoD is date of departure and DoA is date of admission.

Processes for recording the destruction of data including keeping a record or brief description of file contents, reference to the applicable retention period, date of approval for disposal and method and place of disposal should be observed.

**Retention Guidance**

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| **Category** | **Document Type** | **Retention Period** |
| Governance | GB Attendance Registers | DoM + 6 |
| Governance | Governor Induction, Checks and training records | DoD + 6 |
| Governance | Records relating to Governor monitoring Visits | Y+3 |
| Governance | Governor Training Records | As Governor file |
| Governance | Annual reports publishable or disclosed to partners including DfE | Y+10 |
| Governance | Previous or amended policy drafts | On replacement |
| Admissions | Records relating to creation/change of admissions policy | Life of policy +3 |
| Admissions | Where application is successful | DoA +1 |
| Admissions | Where appeal is unsuccessful | Resolution +1 |
| Admissions | Register of admissions | Date of record +3 |
| Complaints | Complaints investigated by governing body or principal If pertaining to concerns of negligence involved, year +15 If pertaining to concerns relating to safeguarding or CP | Y+6 |
| Operations | SEN records | Transfer to onward destination or DOB + 31 |
| Operations | Safeguarding records | Transfer to onward destination or DOB + 25 |
| Operations | Child protection information held on the pupil file | As pupil file |
| Operations | Pupil educational records | File follows pupil Follows pupil or DOB +25 |
| Operations | Summary examination results | Y+6 |
| Operations | SLT minutes | Y+3 |
| Operations | General records created by staff and not subject to other specific requirements | Y+6 |
| Operations | School development plans | Y+3 |
| Operations | GDPR and information consents | DoD |
| Operations | Newsletters and most school communications | Y+1 |
| Operations | Visitor logs inc electronic visitor records | Y+6 |
| Operations | Health and safety risk assessments | Y+3 |
| Operations | Accident log books | DLE+3 |
| Operations | RIDDOR reportable | Date of incident +3 |
| HR | Candidate application information | Date of appointment + 6 months |
| HR | Annual appraisal records | Y+6 |
| HR | Staff training records Staff safeguarding training records | As personnel file Date of training +40 |
| HR | Records of any CP allegation against a staff member | To date of ordinary retirement +10 |
| HR | Disciplinary and grievance records | See IRMS guidance |
| HR | Staff absence records | Y+3 |