

RECORD RETENTION POLICY & SCHEDULE



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Stanborough School is committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

1. Introduction

This Record Retention Policy sets out the approach of Stanborough Secondary School to the management, retention, and disposal of records. The purpose is to ensure compliance with legal, regulatory, and safeguarding requirements, and to promote efficient management of information.

2. Scope

This policy applies to all records created, received, or maintained by staff of Stanborough Secondary School, in the course of their duties, whether paper or electronic.

3. Responsibilities

- The Governing Body is responsible for oversight of this policy.
- The Headteacher and Senior Leadership Team are responsible for implementation.
- All staff are responsible for adhering to the retention schedule.
- The Data Protection Officer (DPO) ensures compliance with data protection legislation.

4. Principles

The school is committed to:

- Keeping records for no longer than necessary.
- Ensuring secure storage and disposal.
- Retaining safeguarding records in line with statutory requirements.
- Reviewing the schedule every two years.

5. Record Retention Schedule

Governance & Compliance

Record Type	Retention Period	Notes / Legal Basis
Governing Body meeting minutes	Permanent	Archive for historical reference
Policy documents (approved)	Life of policy + 6 years	Evidence of compliance
Annual reports & accounts	Permanent	Charity Commission / Companies Act
Insurance policies	6 years after lapse	For claims purposes

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Admissions & Pupils

Record Type	Retention Period	Notes / Legal Basis
Admissions registers	Permanent	Education Act 2002
Application forms (unsuccessful applicants)	1 year	GDPR / appeals
Pupil records (educational)	Date of leaving + 7 years	DfE/ISI guidance
Safeguarding / Child Protection files	Date of leaving + 50 years	KCSIE statutory guidance
Special Educational Needs (SEN) records	Date of leaving + 25 years	SEN Code of Practice
School photographs / videos	Until consent withdrawn or purpose ends	GDPR

Staff (HR & Employment)

Record Type	Retention Period	Notes / Legal Basis
Staff personnel files	Termination + 6 years	Employment claims
Payroll & salary records	6 years	HMRC requirement
Pension records	12 years	HMRC / Pensions Act
Staff training records	Employment + 6 years	Safeguarding compliance
Recruitment records (unsuccessful)	1 year	GDPR
Single Central Record (SCR)	Permanent (as updated)	Safeguarding compliance

Finance & Administration

Record Type	Retention Period	Notes / Legal Basis
Invoices, receipts, ledgers	6 years	Companies Act / HMRC
Bank records	6 years	Audit purposes
Contracts / agreements	6 years after end	Limitation Act
Asset registers	Life of asset + 6 years	Audit / insurance

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Health & Safety

Record Type	Retention Period	Notes / Legal Basis
Accident reporting forms (staff/pupils)	25 years if pupil, 6 years if staff	Limitation Act / safeguarding
Risk assessments	3 years after superseded	HSE guidance
Medical records (pupils)	Date of leaving + 25 years	Safeguarding / NHS guidance
Fire log books & drill records	7 years	Compliance

Curriculum & Examination

Record Type	Retention Period	Notes / Legal Basis
Examination papers / scripts (internal)	1 year after results	Appeals
Examination results (external)	Permanent (summary)	Historical record
Syllabuses / schemes of work	Current year + 1 year	Reference
Reports to parents	Date of leaving + 7 years	Part of pupil record

Estates & Facilities

Record Type	Retention Period	Notes / Legal Basis
Property deeds / leases	Permanent	Legal reference
Maintenance logs	6 years	Audit & compliance
Building plans	Life of building	Operational necessity
Asbestos records	Permanent	Legal duty

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