

Christ Church (Church of England) Junior School
and
Christ Church (Church of England) Infant School and
Nursery



Retention Schedule Policy

Grow and learn together in the presence of God.

Policy Reviewed January 2024

Adopted; 11th January 2024.

The purpose of this policy is to detail the procedures for the retention and disposal of information to ensure that we carry this out consistently and that we fully document and actions taken if required. Unless otherwise specified the Retention Schedule Policy refers to both hard and soft copies of documents.

The information in Appendix A (Information Management Toolkit for Schools 2019) from pages 66-99, covers the following areas:

- 1.0 Governing Body
 - 1.1 Management of the Governing Body
 - 1.2 Governor management

- 2.0 Management of the School
 - 2.1 Head Teacher and Senior Management Team
 - 2.2 Operational Administration
 - 2.3 Human Resources
 - 2.4 Health and Safety
 - 2.5 Financial Management
 - 2.6 Property Management

- 3.0 Pupil Management
 - 3.1 Admissions Process
 - 3.2 Pupils Educational Records
 - 3.3 Attendance

- 4.0 Curriculum and Extra Curricular Activities
 - 4.1 Statistics and Management Information
 - 4.2 Implementation of the curriculum
 - 4.3 School Trips
 - 4.4 School Support Organisations

- 5.0 Central Government and Local Authority
 - 5.1 Local Authority
 - 5.2 Central Government

There are subheadings under each sections to help guide us to the retention period we are looking for.

Records can be destroyed in the following ways:

Non Sensitive information- can be placed in a normal rubbish bin.

Confidential Information-Cross cut shredded or removed by a company that provides a certificate for the disposal of confidential material.

Electronic equipment containing information – wiped and destroyed so that information is permanently deleted from the system. Destruction of electronic records should render them non recoverable even using forensic data recovery techniques.

At Christ Church Federation we use this document to ensure Governors are compliant with requirements and that they monitor the retention and disposal of information.

This policy supports the GDPR Policy and informs the Information Asset Register.

Signed : _____ Date:_____

Mr Clive Vickers – Chair of Governors