

# **Record Retention Policy for Parents and Pupils**

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**Independent Day School for Boys and Girls**

**The Corporation of King's College School**

**King's College School, Wimbledon**

**King's College Junior School, Wimbledon**

**Wimbledon Common Preparatory School**

# Record Retention Policy for Parents and Pupils

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- 1 This policy informs parents and pupils for how long the school will keep information about them. The school will keep information about parents and pupils for as long as it needs to, for example, in order to educate and look after its pupils. The school will keep some information after pupils have left the school, for example, to assist with complaints handling.
- 2 In exceptional circumstances the school may keep your information for a longer time than usual but would only do so if it had a good reason and in accordance with data protection law.
- 3 The school can keep information for a very long time or even indefinitely if it needs this for historical, research or statistical purposes. For example, if the school considers the information might be useful if someone wanted to write a book about the school.

	<b>Record</b>	<b>Retention period</b>
	<b>Pupil Files</b>	
1.	Admission Registers (however held)	Date of entry in the book (or file) + three years
2.	Attendance registers (however held)	Date of register + three years
3.	Absence book/register	Date of book/register + three years
4.	Child Protection files	DOB of the pupil + 50 years
5.	Medical records	<p>DOB of child + 24 years</p> <p>OR</p> <p>Six years from the date of an incident which may become contentious if the pupil was 18 years old at the date of the incident</p> <p>The 24 year period is based on the fact that once the child turns 18 years old they have a certain amount of time (known as a limitation period) in which to bring claims against the school. The longest of these limitation periods is six years, albeit that some periods can be extended by the courts</p>
6.	Counselling records	<p>DOB of child + 24 years;</p> <p>OR</p> <p>Six years from the date of an incident which may become contentious if the pupil was 18 years old at the date of the incident</p>

	<b>Record</b>	<b>Retention period</b>
7.	Pupil files	DOB of the pupil + 24 years OR Six years from the date of an incident which may become contentious if the pupil was 18 years old at the date of the incident
8.	Special Educational Needs files, reviews and Individual Education Plans	DOB of the pupil + 24 years OR Six years from the date of an incident which may become contentious if the pupil was 18 years old at the date of the incident
9.	Statement of Special Education Needs (SEN) and Education Healthcare (EHC) Plans	Statements of SEN and the appendices and EHC Plans should never be retained once the pupil has left the School
10.	Letters authorising absence	Date of absence book/register + three years
11.	Documents that are required to be retained for each migrant enrolled under Tier 4 (General) Student or Tier 4 (Child) Student visas	Through the period of sponsorship and for whichever is the shorter period of either: <ul style="list-style-type: none"> <li>• one year from the date that the School ends sponsorship of the Tier 4 student, or</li> <li>• if the Tier 4 student is no longer sponsored, the point at which a Home Office compliance officer has examined and approved the documents</li> </ul>
<b>Examination results</b>		
12.	Public examination scripts, marks & results	Year of examinations + ten years

	<b>Record</b>	<b>Retention period</b>
13.	Internal examination scripts, marks & results	SS - current year + five years JS – date of entry exam + three years
14.	Any other examination-related records created in the course of contact with pupils	Current year + three years
<b>Permissions</b>		
15.	Parental permission slips for school residential trips – where there has been no major incident, accident, injury or near miss involving anyone on the trip	Conclusion of the trip + three years
16.	Parental permission slips for school trips – where there has been a major incident, accident, injury or near miss involving anyone on the trip	DOB of the pupil involved in the incident + 24 years OR Six years from the date the incident if the pupil was 18 years old at the date of the incident  The permission slips for all pupils on the trip may need to be retained to show that the rules had been followed for all pupils
<b>Admissions/Fees records</b>		
17.	Registration form, Acceptance form & parent contract and Data Collection Sheet	Six years from date of leaving the School
18.	Admissions documents relating to applicants who did not join the School	One year for sixth form Five years for others

	<b>Record</b>	<b>Retention period</b>
19.	Financial information in respect of fees	Six years from date of leaving the School
20.	Bursary applications/forms	While at school
<b>Health and Safety</b>		
21.	Accident reports including first aid/accident book	DOB of the pupil involved in the incident + 21 years
22.	Reportable injuries, diseases and dangerous occurrences (RIDDOR) reports or own record	DOB of the pupil involved in the incident + 21 years
23.	Incident investigations and reports, risk assessments and other relevant documents where there has been an accident or incident	DOB of the pupil involved in the incident + 21 years
<b>Insurance</b>		
24.	Correspondence with insurers related to specific accidents or incidents	Three years generally If the incident involved a pupil - DOB of the pupil involved in the incident + 21 years Disease claims or where there have been allegations of abuse - indefinitely
<b>Investigations, reviews, and inquiries</b>		
25.	Internal reports and investigations into accidents / incidents	Three years. Where this relates to pupil DOB +21 years
26.	Copies of reports submitted to external agencies / regulations such as ISI, HSE, Local Authority, Charity Commission etc	At least three years from the date of the report. Where this relates to pupil DOB +21 years

	<b>Record</b>	<b>Retention period</b>
27.	External reports and investigations for inquests and public inquiries	At least three years. Where this relates to pupil DOB +21 years
28.	Documents relevant to the Independent Inquiry into Child Sexual Abuse (IICSA)	Indefinitely
<b>Alumni</b>		
29.	General alumni correspondence, membership forms etc	Six years after the last time the individual contacted the School  This is subject to any longer retention period set out above. For example, records of relevance to IICSA should be kept indefinitely
<b>Archive material</b>		
30.	Records which do not contain personal data, for example, old photographs of School buildings, title deeds etc	Can be kept indefinitely

	<b>Record</b>	<b>Retention period</b>
31.	Records relating to a number of pupils, or the School generally, such as old class photographs, pupil lists for any given year, prospectuses, newspapers cuttings etc	Can be kept indefinitely
32.	Records concerning specific pupils. For example, a poem written by an exceptionally gifted pupil	Can be kept indefinitely subject to the comments below. For example, for historical research purposes such as if the school wished to retain the essays written by pupils which were submitted to an essay competition about growing up in the 2010s.
<b>CCTV, videos, and photographs</b>		
33.	CCTV footage	90 days
34.	Photographs of pupils for internal administration purposes e.g. to identify the pupil or photographs used on security passes	These photographs should be retained for as long as they are required for the purpose for which they were taken.
35.	Photographs or videos of pupils taken for marketing reasons e.g. photographs for use in the School prospectus or a video of pupils on the School's website	These photographs and videos should be retained for as long as they are required for the purpose for which they were taken.
36.	Photographs or videos of pupils used as part of the curriculum e.g. a video of a drama lesson/ performance or as part of an art project	These photographs and videos should be retained for as long as they are required for the purpose for which they were taken.