

Document Disposal Policy

Ratified/Reviewed by...	Date	Date to be reviewed
Trust Board	March 2025	March 2027

1. Purpose

This policy outlines the procedure for the retention and disposal of documents at Aylesford and Wrotham Schools. It ensures compliance with legal, regulatory, and operational requirements, while protecting sensitive information and ensuring records are kept for an appropriate period.

2. Scope

This policy applies to all staff at Aylesford and Wrotham Schools who handle or manage documents, including both paper and electronic records.

3. Document Retention and Disposal Timelines

Document Type	Retention Period	Action After Retention
Student Records	Until the student is 25 years old Except for safeguarding documents as judged pertinent by DSL led SG team.	Secure shredding or deletion Child protection files should be passed to any new school or education institution on transfer.
Attendance Registers	3 years from the end of the school year	Secure shredding or deletion
Special Educational Needs (SEN) Records	Until the student is 30 years old	Secure shredding or deletion
School Admission Registers	Permanent (archived securely)	Not applicable
Staff Personnel Files	7 years after termination of employment Where concerns are raised about behavior around children this should be 10 years or retirement age.	Secure shredding or deletion

Health and Safety Records	5 years from the creation date	Secure shredding or deletion
Accident/Incident Reports	25 years from the date of incident	Secure shredding or deletion
Payroll and Salary Records	6 years from the end of the tax year	Secure shredding or deletion
Financial Accounts (Invoices, Receipts)	6 years from the end of the financial year	Secure shredding or deletion
Governance Documents (e.g., Meeting Minutes)	10 years	Secure shredding or deletion
Curriculum Planning Documents	3 years from the end of the academic year	Secure shredding or deletion
Examination Results	6 years after the student leaves	Secure shredding or deletion
School Policies and Procedures	Until superseded + 1 year	Secure shredding or deletion
Single Central Record	Until end of employment – and no longer than 6 months with valid reason to do so.	Secure shredding or deletion

4. Disposal Procedures

1. Paper Records:

Documents should be securely shredded to ensure confidential information is not disclosed.

2. Electronic Records:

Electronic files should be permanently deleted from all storage systems, including backups.

3. Compliance:

Staff responsible for document retention must ensure records are disposed of at the end of their retention period.

A log should be kept of all destroyed documents, including the type of document, destruction method, and date of destruction.

4. Special Considerations:

If there is ongoing legal action or investigation, documents must be retained until advised otherwise by legal authorities.

5. Policy Review

This policy will be reviewed every two years or as required by changes in legislation or school needs.

References:

https://learning.nspcc.org.uk/media/3324/child-protection-records-retention-and-storage-guidelines_june_2023.pdf