



Rainbow Education MAT HR Record Retention Schedule

Recruitment				
Description	Data Protection	Statutory Provisions	Retention Period	Action
All records leading up to the appointment of a new headteacher	Yes	N/A	Date of appointment + 6 years	SECURE DISPOSAL
All records leading up to the appointment of a new member of staff – unsuccessful candidates			Date of appointment of successful candidate + 6 months	SECURE DISPOSAL
All records leading up to the appointment of a new member of staff – successful candidate			All the relevant information should be added to the staff personal file (see below) and all other information retained for 6 months	SECURE DISPOSAL
Pre-employment vetting information – DBS Checks	No	DBS Update Service Employer Guide June 2014: Keeping children safe in education. July 2015 (Statutory Guidance from Dept. of Education) Sections 73, 74	The school does not have to keep copies of DBS certificates. If the school does so the copy must NOT be retained for more than 6 months	
Proofs of identity collected as part of the process of checking “portable” enhanced DBS disclosure			Where possible these should be checked and a note kept of what was seen and what has been checked. If it is felt necessary to keep copy documentation then this should be placed on the member of staff’s personal file	
Pre-employment vetting information – Evidence proving the right to work in the United Kingdom		An employer’s guide to right to work checks [Home Office May 2015]	Where possible these documents should be added to the Staff Personal File [see below], but if they are kept separately then the Home Office requires that the documents are kept for termination of Employment plus not less than two years	



Operational Staff Management				
Description	Data Protection	Statutory Provisions	Retention Period	Action
Staff Personal File	Yes	Limitation Act 1980 (Section 2)	Termination of Employment + 6 years	SECURE DISPOSAL
Timesheets	Yes		Current year + 6 years	SECURE DISPOSAL
Annual appraisal/ assessment records	Yes		Current year + 5 years	SECURE DISPOSAL

Payroll and Pensions				
Description	Data Protection	Statutory Provisions	Retention Period	Action
Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)	Current year + 3 years	SECURE DISPOSAL
Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes		Current year + 6 years	SECURE DISPOSAL



Management of Disciplinary and Grievance Processes				
Description	Data Protection	Statutory Provisions	Retention Period	Action
Allegation of a child protection nature against a member of staff including where the allegation is unfounded.	Yes	"Keeping children safe in education Statutory guidance for schools and colleges March 2015"; "Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015"	Until the person's normal retirement age or 10 years from the date of the allegation whichever is the longer then REVIEW. Note allegations that are found to be malicious should be removed from personnel files. If found they are to be kept on the file and a copy provided to the person concerned.	SECURE DISPOSAL. These records must be shredded
Disciplinary Proceedings	Yes			
Oral warning			Date of warning + 6 months	SECURE DISPOSAL**
Written warning – level 1			Date of warning + 6 months	SECURE DISPOSAL**
Written warning – level 2			Date of warning + 12 months	SECURE DISPOSAL**
Final warning			Date of warning + 18 months	SECURE DISPOSAL**
case not found			If the incident is child protection related then see above otherwise dispose of at the conclusion of the case.	SECURE DISPOSAL

****If warnings are placed on personal files then they must be weeded from the file**