


## Staff Records Policy

<b>Date approved</b>	October 2023	<b>Approved by</b>	Executive Director
<b>Review cycle</b>	2 year	<b>Signature</b>	
<b>Date for review</b>	October 2025	<b>Author</b>	Director of Operations

### 1. Scope

1.1 This policy applies to all staff in school.

### 2. Principles

2.1 Respect Collaboration of Schools (The School) values the dignity of every individual member of staff and will apply this policy fairly and consistently in line with its core values of RESPECT. We will explore reasonable adjustments in applying this procedure to employees with a disability.

### 3. Process

3.1 The will not retain staff related records for longer than the statutory minimum.

3.2 Once that period has expired paper records will be confidentially shredded and electronic records will be disposed of by the IT contractor.

3.3 The table below sets out the type of record, the statutory minimum retention periods and the method of disposal.

Type of file	Retention period	Action taken after retention period ends
<b>Operational</b>		
Staff members' personal file	Termination of employment, plus six years	Securely disposed of
Annual appraisal and assessment records	Current academic year, plus five years	Securely disposed of
<b>Recruitment</b>		
Records relating to the appointment of a new headteacher	Date of appointment, plus six years	Securely disposed of

Records relating to the appointment of new members of staff (unsuccessful candidates)	Date of appointment of successful candidate, plus six months	Securely disposed of
Records relating to the appointment of new members of staff (successful candidates)	Relevant information added to the member of staff's personal file and other information retained for six months	Securely disposed of
DBS certificates	Up to six months	Securely disposed of
Proof of identify as part of the enhanced DBS check	After identity has been proven	Reviewed and a note kept of what was seen and what has been checked – if it is necessary to keep a copy this will be placed on the staff member's personal file, if not, securely disposed of
Evidence of right to work in the UK	Added to staff personal file termination of employment, plus no longer than two years	Securely disposed of
<b>Disciplinary and grievance procedures</b>		
Child protection allegations, including where the allegation is unproven	Added to staff personal file, and until the individual's normal retirement age, or 10 years from the date of the allegation – whichever is longer  If allegations are malicious, they are removed from personal files	Reviewed and securely disposed of
Records relating to unproven incidents	Conclusion of the case, unless the incident is child protection related and is disposed of as above	Securely disposed of
Oral warnings	Date of warning, plus 12 months	Securely disposed of – if placed on staff personal file, removed from file
Written warning – level 1	Date of warning, plus 12 months	Securely disposed of – if placed on staff personal file, removed from file
Final written warning	Date of warning, plus 18 months	Securely disposed of – if placed on staff personal file, removed from file

Where records are perceived as being 'malicious' for these to be removed this would require a written request to the Executive Headteacher from the staff member.

Malicious records would be considered records that were unproven and had no ground in the first instance to be lodged as a 'complaint'.

#### **4. Subject Access Request**

4.1 Where personal data relating to an employee is shared electronically is must be encrypted (EGRESS) or password protected or both.

4.2 Caution must be exercised when releasing data to an email address external to Respect Collaboration of Schools (The School).

4.3 Where password protection is used the password will only be released once the recipient has verbally confirmed receipt of the email. The sender must be 100% certain the recipient is the data subject or their legally defined representative.