

Approved: April 2013  
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Linked to:

- ❖ Safeguarding Policy
- ❖ School Admission Policy
- ❖ Admission and Induction Procedures
- ❖ File Template
- ❖ Confidentiality Policy
- ❖ Data Protection Act 1998

Kingsmead has a very complex remit and therefore a policy that covers all admissions and school leavers is essential to ensure vital information is retained and stored appropriately and safely.

This policy will cover:

- ❖ Retention Schedules
- ❖ File set up
- ❖ Filing within bases
- ❖ Transition of files between bases
- ❖ Close of case – YP moving to another school, sending of files etc
- ❖ Archiving
- ❖ Request for file by external agency ie police, solicitor etc.

### Retention Schedule

There are clear file retention dates that should be adhered to throughout this process they are (Derby City Council, Record Retention Schedule, Dec 11)

<b>File Type</b>	<b>Retention Period</b>
General School File	Destroy when the child reaches the age of 25 years.
Child Protection	Destroy after 23 <sup>rd</sup> birthday of youngest child in family
Looked After Children – this includes young people that are fostered and PFA	Destroy 75 years from date of birth
Children In Need	Destroy 6 years from end of involvement
Children with disabilities	Destroy 23 years after dob or youngest entrant
Asylum Seekers – if not looked after	Destroy 6 years from end of involvement
Special Educational Needs – this includes SA and SA+	Destroy 25 years from date of birth

## File Set Up

After a young person has been identified as coming to Kingsmead School and admission process will be followed. Please see the Admission and induction procedures.

During induction a file will be created for each young person. This will be colour coded as follows:

File Type	Colour of File
Looked After Children	Blue
Child Protection	Yellow
Statemented	Orange
No Status	Manila

All files, excluding child protection information, will be stored on the site that the young person attends and will be updated accordingly. This file will transfer with the child if they move sites or to a new school.

Child protection (and/or safeguarding information) files should be filed separately – these will be filed in locked storage within the CP Officer's office. CP files should not be kept at individual sites or within normal school files.

All CP information gathers by staff within bases, should be passed to the CP Officer for filing – this information should NOT be kept within the school file of that young person.

Files should remain the colour outlined in the above table regardless of the child's status changing. For retention purposes, should a child have any status they should be archived for the period relevant to that status– therefore the colour of file will help determine the retention period at the end of any compulsory school education.

A standard file set up applies to ensure consistency – see file template for clarity (this is stored with the safeguarding officer).

See admission policy for further clarity on detail gained during the process of admission into the Kingsmead School.

### Filing on Kingsmead sites

All files should be set up according to this policy.

Files should be passed to sites prior to the young person starting within that provision. This will provide relevant information to ensure a smooth induction and appropriate work preparation for each learner.

File set up should not be changed – a sample file should be maintained at each base to ensure consistency.

It is important that all sites ensure the storage for pupil information is locked each night and whenever not in use. Personal information is kept in these files and therefore the Data Protection Act 1998 applied. Open access to pupil files should not be allowed.

It is important that all files are kept up to date with all logs and any action taken. Should there be a need for the file to be called then it is imperative that all information on that child can be seen, found and accessed.

Separate files for young people should not be kept by any site.

### **Transition of files between sites:**

The whole file for each young person should be passed onto the new provision they move to.

No separate data, information, or documentation should be retained by any site other than in the pupil file.

At the end of each academic year, or end of placement, please ensure a divider is placed at the top of the file and marked with the name of that site. The new site will then continue to file on top of this divider. This process will help determine the child's journey whilst at Kingsmead School and support the transition process.

### **Close of Case**

This will include:

- ❖ The young person leaving the area
- ❖ The young person moving to another school
- ❖ The young person reaching compulsory school leaving age.

It will be important that any information being passed to a receiving school/authority is correct, factual and up to date.

Any significant paperwork produced by The Kingsmead School should be copied and kept in archive as per other information outlined in this policy. Any documents produced by other organisations should not be retained by The Kingsmead School ie medical letters, reports written by other agencies etc.

A member of SLT should go through these files prior to them being sent to any other person/authority/school.

The file should be sent to the Data Analyst and Exams Officer for logging on E1.

A new address and destination for the young person who is leaving the school should be acquired before passing this information on. This address should also be passed to the Data Analyst and Exams Officer.

The EWO should be notified of any young person moving out of the authority.

## Archiving

At the end of each year it is important that files are sorted, filed and archived appropriately. Legally we are expected to keep files for a period of time, the amount of time is dictated through the young person's status ie CP, LAC or Statemented – this applies should a status occur at any point in a young person's school career – see above for retention periods.

It is not uncommon for us to receive a request for a copy file or chronology after a child has left school, it is therefore essential that a process is followed that allows access to this information and access to files that need shredding at the appropriate time.

At the end of Year 11:

- ❖ Bases are responsible for archiving their files for the young people on their site.
- ❖ These files should be sorted into groups ie CP, SEN, LAC and other (each group being filed alphabetically)
- ❖ A list of young people for each group should be produced. This list should have all completed information ie Status of child and retention period as identified within the policy – a date should then be identified on the paperwork to identify the shredding date. A template of the list to be used is attached (Appendix One)
- ❖ A copy of this list needs to be sent to the Bridge Street site for information and to update the spreadsheet which highlights archived files.
- ❖ You should copy this list on to appropriate coloured paper according to their status ie:
  - Blue paper for LAC
  - Yellow paper for CP
  - Orange paper for SEN
- ❖ This paper will have been sent to bases prior to archiving dates.
- ❖ Once the files have been sorted into groups, they should be placed within the storage boxes provided by admin (these will need collecting from the Bridge Street Site).
- ❖ The list of files within each box should be securely fixed to the inside of the lid.
- ❖ These boxes will then be stored within the base for one academic year.

This process will apply for other files that sit outside of the individual site remit of Kingsmead School for example:

- ❖ Hard to place
- ❖ Managed Move and Turnaround
- ❖ Part time placements
- ❖ Virtual learning

For young people being integrated in a school through any process, the close of case process needs to be followed. See above.

Year 12:

After a student's file has been kept in a base for a year after compulsory school age the following process is needed:

- ❖ All boxes with archived information should be transferred to the Bridge Street Site
- ❖ Checks should be made on the spreadsheet to ensure that all information is listed.
- ❖ The boxes will be numbered and dated accordingly
- ❖ These boxes will be retained at the Bridge St site for a further academic year.

External Storage:

At the end of year 12 – the school file for each young person will be moved to external secure storage for long term archiving.

This will be reviewed annually and files due to be destroyed will be removed and the disposal of file process will be followed.

### **Disposal of Files**

On an annual basis files will be removed from external storage (on the year of which the retention period ends).

Files will be brought back to Kingsmead School. These files will be destroyed by the company commissioned by Derby City Procurement to do such work. A 'proof of destruction' certificate will be provided as evidence that documentation has been destroyed confidentially and in line with the Data Protection Act 1998.

### **Request for a file (or to see a file)**

There are occasions when:

- ❖ a parent may request to see a child's file
- ❖ the police or solicitor may call for a child's school file for investigation purposes
- ❖ the LA may require a file for case review purposes.
- ❖ Any other requests should be discussed with a member of SLT

### **Parent Request to see a Child's File**

A parent has the right to see their child's school file and we aim to support external agencies in their work – however, there is a clear process that should be followed for these occasions to ensure information is shared according to the Data Protection Act 1998 and our confidentiality policy.

Should a parent request to see a school file regarding their child, then they must put this in writing.

Once we have received the letter, we have to produce the school file within 15 school days for viewing.

Should a parent want any documents (only produced by Kingsmead) then there will be a copying charge of 2p per sheet.

All letters, reports, documents written by any other agency should be removed. It will be up to the parent to request these documents from the author at the relevant agency.

### **Parents cannot take the school file away.**

#### **Request for school file from external agency ie police**

This should be requested in writing on headed paper by the requesting agency.

We should require a named person that wishes to view these files.

Ensure ID is checked before passing over the school file.

Request the named person signs a confidentiality statement (Appendix two)

The document can be viewed within Kingsmead School

### **The school file cannot leave school site**

Any documents required can be copied free of charge. Any paperwork released should be signed for (Appendix three).

#### **Request for file from Local Authority**

This should be requested in writing on headed paper by the requesting department.

We should require a named person that wishes to view these files.

Ensure ID is checked before passing over the school file.

Request the named person signs a confidentiality statement (Appendix two)

The document can be viewed within Kingsmead School

### **The school file cannot leave school site**

Any documents required can be copied free of charge. Any paperwork released should be signed for (Appendix three).



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# Confidentiality Statement

This is an agreement between The Kingsmead School and \_\_\_\_\_  
(external agency) dated \_\_\_\_\_.

This agreement outlines the need to ensure pupil and family confidentiality remains of the utmost importance and meets the expectations of the Data Protection Act 1998.

The Kingsmead School will handle any requests for access to personal data courteously, promptly and appropriately, making sure that either the data subject or authorised representative has the proper right to access under the 1998 Act.

The Kingsmead School and any other agency accessing personal information on any of our learners will agree to:

- ❖ Acknowledge the rights of individuals to whom personal data relates and make sure that they can use these rights in accordance with the 1998 Act.
- ❖ Make sure that the collecting and using of personal data is carried out in a way that recognises the Fair Processing Code, which means that personal data is obtained fairly and lawfully.
- ❖ Only obtain and process personal data as specified in its notification.
- ❖ Collect and process personal data on a **need to know** basis making sure that it is accurate, not excessive and is disposed of at a time appropriate to its purpose.
- ❖ Make sure that for all personal data it takes the correct security measures – both technically and organisationally – to protect against loss, damage or misuse
- ❖ Make sure that the movement of personal data is carried out in a lawful way, both inside and outside of the Kingsmead School and that suitable safeguards are in place at all times.

By signing this agreement you are agreeing to the above terms and conditions.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_



## Removal of documentation by authorised personnel

**You have requested copy documents from a young person's file for an authorised activity.**

We reiterate the need to ensure pupil and family confidentiality remains of the utmost importance and meets the expectations of the Data Protection Act 1998.

We ask that for any personal information given to you for authorised reasons only, you sign below to evidence that you will agree to:

- ❖ Acknowledge the rights of individuals to whom personal data relates and make sure that they can use these rights in accordance with the 1998 Act.
- ❖ Make sure that the collecting and using of personal data is carried out in a way that recognises the Fair Processing Code, which means that personal data is obtained fairly and lawfully.
- ❖ Only obtain and process personal data as specified in its notification.
- ❖ Collect and process personal data on a **need to know** basis making sure that it is accurate, not excessive and is disposed of at a time appropriate to its purpose.
- ❖ Make sure that for all personal data it takes the correct security measures – both technically and organisationally – to protect against loss, damage or misuse
- ❖ Make sure that the movement of personal data is carried out in a lawful way, both inside and outside of the Kingsmead School and that suitable safeguards are in place at all times.

Name of personnel: \_\_\_\_\_

Name of Agency/Department: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_