



THE
**WHITE
HOUSE**
PREPARATORY SCHOOL

The White House Preparatory School and Woodentops Nursery

Record Retention Policy

1. Introduction & Legal Framework

This policy outlines the requirements for retaining, storing, and securely disposing of records maintained by the School. It applies to all paper and electronic records created or managed by staff, governors, and contractors.

This policy must be read in conjunction with the school's:

- Data Protection Policy & Privacy Notices
- Safeguarding & Child Protection Policy
- Access & Storage of Information Policy
- Staff Behaviour / Low-Level Concerns Policy

Statutory & Regulatory Context

This policy complies with:

- UK General Data Protection Regulation (UK GDPR) & Data Protection Act 2018
- Keeping Children Safe in Education (KCSIE)
- Education (Independent School Standards) Regulations
- Education (Pupil Registration) (England) Regulations
- Limitation Act 1980
- IRMS Information Management Toolkit for Schools



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2. Retention Schedule

Below is the required retention schedule for records held by the School.

A. Pupil Records & Safeguarding

Record Type	Retention Period	Action / Disposal
General Pupil File (Cumulative academic, reports, correspondence)	DOB + 25 years	Secure destruction / Permanent digital erasure
Safeguarding / Child Protection Files	DOB + 25 years (Minimum; or DOB + 35 years in line with IICSA guidelines)	Secure shredding / Permanent deletion; Audit log retained
Special Educational Needs (SEND) / EHCPs	DOB + 25 years (Or DOB + 31 years for Education, Health and Care Plans)	Secure destruction
Care Plans / Medical Referrals (Speech & Language, OT, etc.)	DOB + 25 years	Secure destruction
Medicine Administration Forms	DOB + 25 years	Secure destruction
Unsuccessful Admissions Application Forms	Current academic year + 1 year	Secure destruction



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B. Health, Safety & Incident Records

Record Type	Retention Period	Action / Disposal
Pupil Major Accidents / RIDDOR / Serious Injuries	DOB + 25 years	Secure destruction
Staff Incident / Accident Reports	Date of incident + 6 years (3 years for minor incidents)	Secure destruction
Visitor Registers / Signing-in Books	Current academic year + 6 years	Secure destruction

C. Personnel, HR & Governance

Record Type	Retention Period	Action / Disposal
Staff Personnel Files (Contracts, appraisal, standard disciplinary)	End of employment + 6 years	Secure destruction
Safeguarding Allegations Against Staff (Including unfounded/unsubstantiated allegations)	Until normal pension age OR 10 years from allegation date (whichever is longer)	Secure confidential file retention
Low-Level Concerns Regarding Staff	In line with Low-Level Concerns Policy (Reviewed upon departure; retained with personnel record where appropriate)	Secure destruction / Retention evaluation



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Record Type	Retention Period	Action / Disposal
Single Central Record (SCR) Entries	Historical details kept until 6 years post-departure	Secure digital purge
Staff Training Records	End of employment + 6 years	Secure destruction

D. Media, Digital & Operational Records

Record Type	Retention Period	Action / Disposal
Remote Learning Recordings (e.g., Google Meet)	6 months from date of recording (unless flagged for safeguarding/disciplinary review)	Automatic permanent deletion
Parent/Pupil Submitted Video Content	DOB + 25 years (if part of official educational record) or deleted when purpose ends	Review & deletion
School Activity Films / Photographs	DOB + 25 years for youngest featured pupil (or archived for historical interest with consent)	Permanent archive or secure deletion
Observation, Planning & Assessment Records	Current academic year + 3 years (or past full ISI inspection cycle)	Review & destruction
Admissions & Attendance Registers	3 years from date of last entry	Permanent archive / Secure deletion



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3. Critical Safeguarding Protocols

3.1 Safeguarding Record Transfer Protocol (KCSIE)

When a pupil leaves the School to join another educational setting, the Designated Safeguarding Lead (DSL) will:

1. Securely transfer the child's Child Protection/Safeguarding file to the receiving institution separately from the main educational file.
2. Ensure the file is sent securely (e.g., encrypted email, secure portal, or recorded delivery).
3. Obtain written confirmation of receipt from the receiving school's DSL.
4. Retain proof of receipt alongside a record of transfer for **DOB + 25 years**.

3.2 Staff Safeguarding Allegations

Records of child protection allegations made against staff that are found to be malicious or false will be removed from personnel files. All other allegations (including unsubstantiated or unfounded allegations) must be retained on the confidential safeguarding file until the individual reaches **normal pension age or 10 years**, whichever is longer.

4. Secure Disposal & Storage

Mandatory Security Rule: All records containing personal data must be disposed of with high security. Hard copies must be cross-cut shredded or placed in locked confidential waste bins for secure destruction. Electronic files must be permanently deleted from servers, cloud storage, and backups. Certificates of destruction must be maintained by the Bursar/Operations Manager.



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5. Review & Monitoring

This policy is reviewed annually by the Senior Leadership Team and approved by the Governing Body to ensure full compliance with updated ISI inspection frameworks, KCSIE guidance, and UK GDPR legislation.

<i>Policy will be reviewed every 2 years</i>			
Policy reviewed:	Sept 26	By:	Headteacher
To be reviewed:	Sept 28	By:	Headteacher



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