

1.0 Bellevue Place Education Trust Our commitment

Every BPET child and staff member enjoys a broad (LEARN) and enriched (ENJOY) learning experience, enabling them to achieve far greater individual success (SUCCEED) than they might previously have thought possible.

Our Mission

To grow hubs of like-minded, autonomous schools with a strong support network, all of which combine academic rigour with highly enriched opportunities that deliver a personalised approach to education and exceptional outcomes for all.

Our Difference

We are leading the way in delivering high quality education through skills-based and knowledge rich curricula, applying the best of the independent and state sectors to deliver breadth of opportunity and pupil enrichment. We empower all our schools as individual entities that best meet the needs of the communities they serve and have a strong relationship with families, who are our key partners in delivering the vision.

Our Promise

personalised approach to learning. BPET children are happy, independent, confident all-rounders. Our focus is ensuring an exceptional provision for all our children with supportive, accessible learning that enables every child to make progress, including high quality inclusion for children with Special Educational Needs. We encourage a teach; we want our pupils to have a passion to learn.

2.0 Introduction

- 1 This policy sets out a structured approach to reviewing and destroying records in relation to all of BPET.
- 2 The retention period for each type of record is shown in the table below. In addition, data protection legislation makes it unlawful to keep the information when it is no longer needed for the purpose for which it is held. This requirement is uncertain, allows discretion, and may vary according to the circumstances, but in practice it means that the School should promptly destroy the record once the retention period in the table below has been reached. Occasionally there may be special circumstances which mean that a record should be kept for longer (for example where there is a risk of

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
1	Pupils			
1.1	Admission registers (however held)	Three years from the date of the last entry		

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
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Record

Retention period

Action at the end of the retention period

Retention period

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
5.5	Employment reference where an individual's employment ended for a safeguarding reason or where safeguarding was outstanding at the time of termination	At least until the person has reached normal retirement age or for a period of ten years from the date of the allegation if that is longer	Consider whether any recent reference requests for the relevant individual or new concerns raised by social services or other agencies If none, SHRED/DELETE	Yes

5.6

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
5.9	PAYE Records	Six years in addition to the current year. This is outlined by our payroll provider.		

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
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5.12

Record

Retention period

Action at the end of the retention period

Retention period

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
	Regulations 2012 (CAR)			
6.8	Examination / report of defect for power presses	Two years	Review for further retention in the case of enforcement action or contentious disputes SHRED/DELETE	Yes
6.9	Records of water testing for [school to add]	Five years from the date of the last entry	Review for further retention in the case of enforcement action or contentious disputes SHRED/DELETE	Yes

7 Health and safety records ref 11.04f1 001 533.998.2 ref 11.04f1 001 533.998.2

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
	<p>instructions or information</p> <p>Maintenance logs and / or records of plant and / or equipment plus safety manuals / notices / instructions</p> <p>Records of emergency evacuations and fire drills, fire safety risk assessments and fire safety policy / fire arrangements</p>			
8.2	<p>Copies of documents, including health and safety files, prepared pursuant to the Construction (Design and Management) Regulations 2015</p>	<p>Retained as long as is reasonably necessary to inform on future construction projects at the School site</p>	SHRED/DELETE	N/A
9	Insurance			

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
	Copies of reports submitted to external agencies / regulators such as Ofsted, Health and Safety Executive, Local Authority etc External reports, reviews, investigations and inquiries for example inquests and public inquiries	risk of enforcement action and / or criminal prosecution and / or a civil claim. Where this relates to pupil DOB +21 years); or Three years from the date of an incident, which may become contentious if the pupil was 18 years old at the date of the incident.		
11	Alumni records			
11.1	Alumni should be treated as employees for the purposes of health and safety records.	As set out in section 6 above	As set out in section 6 above	No
11.2	General alumni correspondence, membership forms etc	Six years after the last time the individual contacted the School This is subject to any longer retention period set out above. For example, records relating to a	SHRED/DELETE	No

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
		reportable disease should be kept indefinitely.		
12	Material kept for archiving purposes in the public interest or for historical research purposes or statistical purposes			
12.1	Records which do not contain personal data, for example, old photographs of School buildings, title deeds etc	Can be kept indefinitely	N/A	No

12.2 Records relating to a number of pupils, or the School generally, such as old class photographs, lists of pupils attending the School in any given year, School 199.34 3€

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
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13.4	Photographs or videos of pupils used as part of the curriculum e.g. a video of a drama lesson/			
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