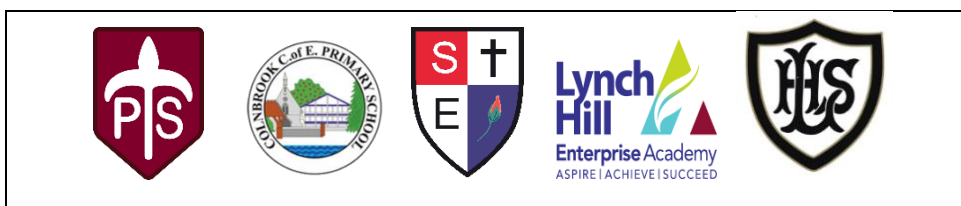





Slough and East Berkshire
C of E Multi Academy Trust



Keeping/Filing Personnel Records Guidance for Schools Policy

Owner:	SEBMAT Directors and Local Governing Bodies	
Ratified by Trustees/Directors	March 2023	Signature: Chair of Directors 
Policy created:	November 2012	
Policy reviewed and updated:	October 2014	
Date of next review:	October 2024	
This guidance will be subject to ongoing review and may be amended prior to the scheduled date of the next review in order to reflect changes in legislation where appropriate.		

To Note:

This policy applies to all staff employed in schools and academies. Within this policy, references to the School, Headteacher, Governing Board and the Chair of Governors will, for Academies and Academy Trusts, be taken to mean a reference to the appropriate equivalent within those establishments. In instances where the Local Authority may need to be informed of matters, the trust will seek advice from HR.

This guidance applies to all schools and academies.

The following table indicates the information that should be kept on an employee's personal file. The format in which this information is kept will be determined by the school.

Area	Information
Recruitment and Selection	Advert Job Description Person Specification Application Form & Supporting Statement Pre-employment Checks (Single Central Record) <ul style="list-style-type: none">• Identity• Qualifications• Barred List check• DBS*• Right to Work in the UK• Overseas Checks• Check of the Prohibition List In addition: <ul style="list-style-type: none">• References• Medical clearance Offer of Employment *DBS certificates must not be photocopied and retained on the personal file.
Contractual Documents	Copy of the employment contract together with any subsequent variations
Payroll Paperwork	Bank Details Pension Documentation Contract variation notification forms
Induction/Training	Copy of the completed Induction Sheet Details of any training/courses attended
Absence/Leave	Annual Leave cards Record of absence/lateness Sickness absence including medical certificates, self-certification forms and return to work meeting records, occupational health information, hospital appointment letters

	Maternity/paternity/adoption details Applications for Special Leave e.g. bereavement leave (paid or unpaid)
Employment Procedures	Probationary Reports Appraisal/Performance Management/Supervision notes Grievances Formal live warnings under the Disciplinary & Capability Procedures Formal meetings under the Managing Attendance Procedures Redundancy
Accident & Industrial Injury	Copy of Accident/Incident Reporting Form
Termination of Employment	Letter of Resignation/Reason Exit Interview Form/Notes

The personnel file should be retained during the course of the employee's employment and for a further six (6) years after the employment has ceased.