

ELIJAH SOCIAL COGNITIVE SKILLS CENTRE

Dr Debora Elijah PhD MA DEA BSc (Hons)

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Records Retention Policy	
Responsible Committee:	CEO of ESCSC Dr Debora Elijah
Policy Co-ordinator:	Director of ESCSC Nivin Jaber
Date revised:	September 2024
Next review date:	September 2025

General Information

The purpose of this policy is to ensure that the Elijah Social Cognitive Skills Centre (ESCSC) maintains records in a manner that supports operational efficiency, compliance with legal and regulatory requirements, and the protection of sensitive information. This policy applies to all physical and electronic records created, received, and maintained by ESCSC, including those of children, staff, and administrative operations.

Definitions

- **Records:** Any document, file or data that provides evidence of school activities.
- **Retention Period:** The duration for which a record should be maintained before it is disposed of.
- **Disposition:** The process of destroying or transferring records that are no longer needed.

General Guidelines

- **Responsibility:** The ESCSC management is responsible for ensuring compliance with this policy.
- **Confidentiality:** All records must be stored securely to protect sensitive information from unauthorised access. Only initials of children will be used on working files that are not files for personal information details.
- **Retention Schedule:** The following schedule outlines the retention periods for various types of records.

Retention Schedule

1. Administrative Records

- **Supervision Meeting Notes:** Permanent
- **Policies and Procedures:** Current version plus 6 years
- **Annual Reports:** Permanent

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2. Assessment Records

- **Student Assessment Transcripts:** 1 year unless the child assigns to a programme. If so, 5 years after a child leaves.
- **Assessment Results:** 1 year unless the child assigns to a programme. If so, 5 years after a child leaves.
- **Assessment Reports:** 1 year unless the child assigns to a programme. If so, 5 years after a child leaves.

3. Children Records

- **Attendance Records:** 5 years after child leaves
- **Enrolment Records:** 5 years after child leaves
- **Special Education Records:** 6 years after programme completion
- **Disciplinary Records:** 1 year after child leaves
- **Health Records:** 5 years after child leaves
- **Safeguarding Records:** 7 years after child leaves

4. Financial Records

- **Annual Financial Statements:** Permanent
- **Audit Reports:** Permanent
- **Budget Documents:** 7 years
- **Accounts Payable/Receivable:** 7 years

Disposition of Records

- **Review:** Prior to disposal, records should be reviewed from management team to ensure they are eligible for destruction.
- **Method of Disposal:** Confidential records will be shredded or otherwise destroyed to ensure information is not recoverable. Non-confidential records can be recycled.
- **Documentation:** Disposal of records should be documents, noting the record type, disposal date, and method of destruction.
- **Children photographs, name tags and work materials:** All work that contains photos, names tags and work that has been kept by ESCSC will be given to parents/carer when a child leaves the ESCSC. These will no longer be under ESCSC responsibility for protection. If in any cases more work, photos or names from children who have left the ESCSC are found, these will be shredded to ensure information is not recoverable.

Exceptions

Any exceptions to the above retention periods must be approved by the ESCSC management team and documented accordingly.

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Implementation Steps

- 1. Training:** Train staff on the records retention policy and procedures.
- 2. Monitoring:** Regularly monitor compliance with the policy.
- 3. Updates:** Update the policy as necessarily to comply with changes in laws or regulations.

Review and Amendments

This policy will be reviewed yearly to ensure its effectiveness and relevance. Amendments to the policy may be made as necessary and all staff should be made aware of the new changes.