

Headteacher/Principal/Centre Manager

**CHILDREN'S SERVICES AND SKILLS**

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Your Ref.

Please ask for: Lorraine Lord

Our Ref. LL/kes

Date: 24 September 2018

Dear Headteacher

**Guidance on HR Information: Retention of Personal Files**

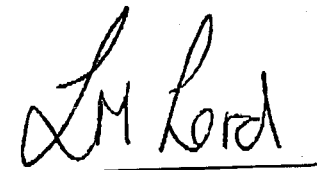
We have had several requests regarding the content of staff personal files, and practice varies across the borough. The attached guidance should help to guide your decision-making in this area.

Two references are required for each appointment and should be recorded on the single central record. Where historically a reference has not been sought, a risk assessment should be undertaken. Support with this can be obtained from the school's human resources adviser.

An entry on the single central record should be made to confirm references have been obtained or a risk assessment obtained. No other entry should be made in this column (eg: prior Summer 2015).

Should you have any further queries please do not hesitate to contact me.

Yours sincerely



Lorraine Lord  
Senior Education Safeguarding Officer  
Learning & Skills Division