



Record Retention Policy

This policy is subject to the laws relating to data protection and document retention.

We are required under legislation to keep certain records about children, parents and also staff members. Due to this legislation we are required to keep this information for a set amount of time.

Below is a brief overview of the information we keep and for how long. This policy should be used in conjunction with the Access and Storage of Information policy, the Data Protection and Confidentiality policy and the Privacy Notice.

- Children's & Parents records - A reasonable period of time after children have left the provision. We will follow the Local Authority procedure here and this states they should be kept for seven (7) years.
- Records relating to individual children e.g. care plans, speech and language referral forms – We will pass these on to the child's next school or setting following our Local Authority's protocols for transition and sharing of sensitive records.
 - Copies will be kept for a reasonable period. We will follow the Local Authority procedure here and this states they should be kept for seven (7) years.
- Accidents and pre-existing injuries - If relevant to child protection we will keep these until the child reaches 25 years old.
- Safeguarding Records and Cause for Concern forms – We will keep until the child has reached 25 years old.
- Records of any reportable death, injury, disease or dangerous occurrence (for children) - As these incidents could result in potential negligence claims, or evolve into a more serious health condition, we keep records until the child reaches the age of 21 years and 3 months.

- Records of any reportable death, injury, disease or dangerous occurrence (for staff) – 3 years
 - Type of accidents include fractures, broken limbs, serious head injuries or where the staff member is hospitalised.
- Observation, planning and assessment records of children - We keep our planning filed since the last inspection date so there is a paperwork trail if the inspector needs to see it.
 - Information and assessments about individual children is either given to parents when the child leaves or to the next setting/school that the child moves to (with parents' permission).
- Personnel files and training records (including disciplinary records and working time records) – 7 years.
- Visitors/signing in book – Up to 24 years as part of the child protection trail.
- Application Forms and interview notes for unsuccessful candidates – 1 year
- Redundancy details, calculations of payments, notification to HMRC – 7 years.
- Risk Assessment records – 3 years.
- Staff records or any death, injury or dangerous occurrence – 3 years from the date the record was made.
- Staff Accident Records - 3 years from the date the record was made.
- COSHH Accident Records – 40 years from date of last entry.
- Records of Assessments under Health & Safety Regulations and records of consultations with safety representative and / or committees – permanently.
- Accounting Records – 7 years
- Complaints Records – 3 years from date of last record.



- Company Minutes and resolutions – as per HMRC at 10 years
- Insurance Certificates – 40 years from date of issue or renewal

This policy will be reviewed annually and amended according to any change in law/legislation.

This Policy was adopted on	Signed on behalf of My Sunshine Day Nursery by Harriet Ballardie (Nursery Manager)	Date Policy was Disseminated to Staff
26 May 2018		26 May 2018