

## Retention Period for Records Policy

We recognise that by efficiently managing our records, we will be able to comply with legal and regulatory obligations and to contribute to the effective overall management of the Pre-school. Records provide evidence for protecting the legal rights and interests of the nursery, and provide evidence for demonstrating performance and accountability.

This policy applies to all records created, received or maintained by staff of the Pre-school in the course of carrying out our functions. Records are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created or received, and then stored, in hard copy or electronically.

The following is a list of required and recommended retention records for records which the Pre-school will follow:

<b>Children's Records</b>	<b>Retention Period</b>	<b>Status</b>	<b>Authority</b>
Children's records – including registers, medication record books and accident record books pertaining to the children	A reasonable period of time after the children have left the provision (e.g. until after the next Ofsted inspection)	Requirement	Statutory Framework for the EYFS (given legal force by Childcare Act 2006).
	Until the child reaches the age of 21 – or until the child reaches the age of 24 for child protection records	Recommendation	Limitation Act 1980 Normal limitation rules (which mean that an individual can claim for negligently cause personal injury up to 6 years after the event) are postponed until a child reaches 18 years of age.
Records of any reportable death, injury, diseases or dangerous occurrence.	3 years after the date the record was made		
<b>Personnel Records</b>	<b>Retention Period</b>	<b>Status</b>	<b>Authority</b>
Personnel files and training records (including disciplinary records and working time records)	6 years after employment ceases	Recommendation	Chartered Institute of Personnel and Development
DBS check	6 months	Recommendation	DBS code of practice  The following basic information should be retained after the certificate is destroyed: the date of issue, the name of the subject, the type of disclosure, , the position for which the disclosure was requested, the unique reference number and the details of the recruitment decision taken.
<b>Pay</b>	<b>Retention Period</b>	<b>Status</b>	<b>Authority</b>
Wages and salary records	6 years	Requirement	Taxes Management Act 1970
Statutory maternity pay records	3 years after the end of the tax year to which they relate	Requirement	The statutory maternity pay (general) regulations 1986
Statutory sick pay records	3 years after the end of the tax year to which they relate	Requirement	The statutory sick pay (general) regulations 1982

Written 16<sup>th</sup> November 2017

Last reviewed:

Lisa Thomas.

Income tax and national insurance returns / records	3 years after the end of the tax year to which they relate	Requirement	The income tax (employments) regulations 1993 (as amended)
Redundancy details, calculations of payments, refunds, notifications of the secretary of state	6 years after employment ends	Recommendation	Chartered Institute of Personnel and Development
<b>Health and Safety</b>	<b>Retention Period</b>	<b>Status</b>	<b>Authority</b>
Staff accident records	3 years after the date the record was made	Requirement	Social security (claims and payments) regulations 1979
Records of any reportable death, disease or dangerous occurrence	3 years after the date the record was made	Requirement	The reporting of injuries, diseases and dangerous occurrences regulations 1995 (RIDDOR) (as amended)
Accident / medical records as specified by COSHH	40 years from the date of the last entry	Requirement	The control of substances hazardous to health regulations 2002 (COSHH)
Assessments under health and safety regulations and records of consultations with safety representatives and committees	Permanently	Recommendation	Chartered Institute of Personnel and Development
<b>Financial Records</b>	<b>Retention Period</b>	<b>Status</b>	<b>Authority</b>
Accounting records	6 years for charities	Requirement	Charities Act 2011
<b>Administrative Records</b>	<b>Retention Period</b>	<b>Status</b>	<b>Authority</b>
Employers' liability insurance records	For as long as possible	Recommendation	Health and safety executive
Minutes / minute books	6 years from the date of the meeting for charitable organisations	Requirement	The Charitable Incorporated Organisations (General) Regulations 2012

*Information taken from the Pre-school Learning Alliance.*

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