



Record Keeping Policy

The following records will be kept by The Little Pennies Pre-School:

A record and daily register of all children attending the setting.

A record of the names and addresses of every adult employee or volunteer and personal accident reports. **Retained for 7 years following termination of employment.**

Records of child accidents and incidents. **Retained until the the child's 21st birthday.**

Financial records, including petty cash books, cash records, bank statements and audited accounts. **Retained for 7 years plus current year.**

Orders of equipment/resources, delivery notes and invoices. **Retained for 3 years plus current year.**

Inventory records.

Other site documentation e.g diaries. **Retained for 1 year plus current year.**

This policy was adopted at a meeting of Trustees held on

And was checked and re-affirmed on

Signed on behalf of The Little Pennies Pre-School

..... (Chairperson)

