



Record Keeping Policy

The Little Pennies Pre-school has record keeping systems in place that meet legal requirements; the means we use to store and share that information takes place within the framework of the General Data Protection (GDPR) (2018) and the Human Rights Act (1998).

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

A record and daily register of all children attending the setting. **Retained for 7 years.**

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.**
Unsuccessful job applications. **Retained for six months only.**

Records of serious child accidents, incidents and safeguarding notes. **Retained until the the child's 21st birthday. (General non-serious accidents/incidents to be retained for 3 years).**

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

Insurance documents. **Retained for 40 years.**

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

Funding forms. **Retained for 3 years + current term**

Staff supervision records. **Retained for 3 years unless they include Safeguarding notes.**

Inventory records are continuously updated and retained.

Minutes of Committee meetings and Annual General Meetings. **Retained for 7 years.**

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)

