



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:

Children's records

- A record and daily register of all children attending the setting - **retained for 7 years (EYFS & Childcare Act 2006 legal requirement).**
- Children's registration forms & medication forms - **retained for 3 years after the child has left the setting, unless linked to Safeguarding concerns (EYFS legal requirement).**
- Records of serious child accidents, incidents, safeguarding notes - **retained until the the child's 25th birthday. (General non-serious accidents/incidents to be retained for 3 years).**
- Safeguarding records – **A summary of events and dates to be forwarded to ongoing school, case conference reports and original notes to be retained until the child reaches the age of 25 (Legal requirement).**
- Forms for suncream application, nappy changes etc – **retained for 1 year.**
- Records of any reportable death, injury, disease or dangerous occurrence – **retained for 3 years from date of entry or, if the accident involves a child, then until the child reaches the age of 21 (RIDDOR legal requirement).**

Staff Personnel records

- Personnel files and training records for all staff & volunteers (including disciplinary records, accident reports and working time records) - **retained for 7 years following termination of employment.**
- Unsuccessful job applications - **retained for six months only.**
- DBS information – **once a decision has been made, we do not keep DBS information. We will maintain on employees files the reference number, the date a check was obtained and who obtained it. Permission will be required for Update Service checks to be carried out termly during the term of employment. (DBS, EYFS & Childcare Act 2006 Legal requirement)**
- Staff supervision records. **Retained for 3 years unless they include Safeguarding notes.**

Staff Pay records

- Wages, salary records (including overtime, bonuses & expenses) – **retained for 6 years (requirement by Taxes Management Act 1970).**
- Statutory Maternity Pay records – **retained for 3 years after the end of the tax year in which the maternity period ends (SMP requirement).**

- Statutory Sick Pay records – **retained for 6 years after employment ceases.**
- Income Tax and National Insurance returns/records – **retained for 3 years after the end of the tax year to which they relate (requirement by The Income Tax regulations 1993).**
- Redundancy details, calculations of payments etc. – **retained for 6 years from the date of redundancy.**
- Pension scheme and member records – **retained for 6 years (except for records of opt-outs which must be kept for 4 years).**

Health & Safety records

- Staff accident records – **retained for 3 years (Social Security regulations requirement).**
- Records of any reportable death, injury, disease or dangerous occurrence – **retained for 3 years (RIDDOR requirement).**
- Accident/medical records as specified by the Control of Substances Hazardous to Health regulations (COSHH) 1999 – **retained for 40 years (COSHH requirement).**

Financial records

- Accounting & Financial records, including petty cash books, cash records, bank statements and audited accounts - **retained for 6 years plus current year (requirement by Charities Act 2011 section 131).**
- Orders of equipment/resources, delivery notes and invoices - **retained for 3 years plus current year.**
- Funding forms. **Retained for 3 years + current term.**

Administration records

- Insurance documents. **Retained for 40 years.**
- Complaints records – **retained for at least 3 years from the date recorded (legal requirement by EYFS and Childcare Act 2006).**
- 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)

