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.

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| Data | Stored For | Where | Destroyed |
| Child’s Pastoral File   * Application form * Registration form * Accident/incident forms (unless serious) * Medication Forms/Health Documentation * Permission Forms * Emergency Calpol Form (once child has left) | 5 Years after the child has left | In the locked filing cabinet until child leaves then scanned and onto server when child leaves | Hard copy shredded once scanned.  Deleted permanently off server after the required length of time to be held. |
| Inputted into databases and nursery management software. | Server, sensitive documents password protected. Nursery management software password protected. | Deleted permanently off server after the required length of time to be held. |
| SEND Documentation | 5 years | In the locked filing cabinet until child leaves then scanned and onto server when child leaves | Hard copy shredded once scanned.  Deleted permanently off server after the required length of time to be held. |
| Inputted into databases and nursery management software. | Server, sensitive documents password protected. Nursery management software password protected. | Deleted permanently off server after the required length of time to be held. |
| Safeguarding   * Existing injury * Cause for concern * Incidents * Social Care Reports * Any other Safeguarding documentation | Until the child is 26 years | In the locked filing cabinet until child leaves then scanned and onto server when child leaves  Scanned and on Server | Hard copy shredded once scanned.  Deleted permanently off server after the required length of time to be held. |
| Inputted into databases and nursery management software. | Server, sensitive documents password protected. Nursery management software password protected. | Deleted permanently off server after the required length of time to be held. |
| Serious Accidents | Until the chid is 22 years old | In the locked filing cabinet until child leaves then scanned and onto server when child leaves  Scanned and on Sever Scanned and on Sever | Hard copy shredded once scanned.  Deleted permanently off server after the required length of time to be held. |
| 3 years for staff | Staff accident record | Hard copy shredded once scanned.  Deleted permanently off server after the required length of time to be held. |
| Child Photographs | 2 years | Server | Deleted permanently off server after the required length of time to be held. |
| Learning Journeys | Leaves with the child | Locked Filing Cabinet | Hard copy shredded once scanned.  Deleted permanently off server after the required length of time to be held. |
| Tracking Data | 5 Years after the child has left  Due to the way the data is represented we may hold this data for up to 10 years before it is anonymised. | In the locked filing cabinet until child leaves. | Shredded  Evaluations may be kept if no personal information is included. |
|  | Copy on server will be anonymised after 5 years. | Keeping this data to demonstrate how tracking children’s progress has been developed over the years. |
| Insurance certificates | 40 years | Filing Cabinet | Shredded once no longer required |
| HMRC –  Financial Records –   * Wages * Accounts * Fees | 7 Years | All financial  Other wage related information will be stored in files in a locked filing cabinet and on the server. | Hard copy shredded once scanned.  Deleted permanently off server after the required length of time to be held. |
| 2,3 and 4 year old funding forms and corresponding documentation | 7 years | Scanned after the child leaves | Hard copy shredded once scanned.  Deleted permanently off server after the required length of time to be held. |
| Registers | 7 years | Stored in a locked cabinet and scanned at the end of each academic year. | Hard copy shredded once scanned.  Deleted permanently off server after the required length of time to be held. |
| Projections | 7 years | Server | Personal data deleted after 7 years. Occupancy levels will be retained to assess trends and ensure sustainability, this will be anonymised. |
| Staff records | 7 years | In the locked filing cabinet until staff member leaves then scanned and onto server when staff member leaves. | Hard copy shredded once scanned.  Deleted permanently off server after the required length of time to be held. |
| 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. |  | Shredded after next inspection. |
| Visitors/signing in book | Up to 24 years as part of the child protection trail |  | Hard copy shredded once scanned.  Deleted permanently off server after the required length of time to be held |

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| **This policy was adopted on** | **Signed on behalf of the nursery** | **Date for review** |
| *21/01/2021* | *H.Walker* | *21/01/2022* |