



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.

Data	Stored For	Where	Destroyed
Child's Pastoral File <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 child 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 Cabinet Filing	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 – <ul style="list-style-type: none"> • 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.
<u>Observation, planning and assessment records of children -</u>	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.



<u>Visitors/signing in book</u>	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
<i>21/01/2023</i>	<i>C. Wardle</i>	<i>21/01/2024</i>

