

**Retention of Records policy**

Reviewed November 2024

There can be confusion over the retention of records relating to childcare provisions. This policy will identify the records we keep and for how long. All records will be stored confidentially and securely at all times.

**Aims**

The Brislington Village Pre-school will adhere to GDPR regulations at all times when keeping records.

**Methods**

**Children's Records**

These must be kept for a reasonable amount of time. We currently store these for 3 years from the time the child leaves the setting. This is a rolling requirement and the setting will already be storing this information going back 3 years. This information will be destroyed (cross-shredded or burnt) each year. The information included in this section includes:

* Children’s registration forms.
* Daily register including names of the children attending, hours of attendance, and the names of the people looking after them.
* Record of any medicinal product administered to any child on the premises.
* Incident Forms
* The name, home address, and telephone number of the registered person and every person employed on the premises.

**Risk Assessments, accident records, and insurance information**

Records are normally kept for 3 years and then securely destroyed. In the event of a more serious accident records can be kept for 40 years.

**Complaints Log/record**

Records of complaints are kept for 3 years and then securely

destroyed.

**Policies and procedures**

If these are not required for any complaint or accident (see above) they will be stored for 3 years.

**Financial records**

Records are currently kept for 6 years. This is a rolling requirement i.e. the setting is already storing financial information going back 6 years.

This covers financial accounts, sales invoices, purchase invoices, petty cash information, bank statements, cheque book and paying-in book stubs, payroll information, HMRC returns, National Insurance, etc.

**Employment records**

Any recruitment information will be kept for 6 months. Any recruitment records that do not result in employment will be destroyed securely after 6 months.

Employment records will be kept for 6 years after employment ceases. After this, all records will be securely destroyed.

 **Policies and procedures**

 These will be kept for a period of 3 years.

This policy was adopted at a meeting on 20th November 2018

Reviewed November 2024

This policy is to be read in conjunction with our:-

Confidentiality policy

Tapestry policy

GDPR and data protecion policy

Although under constant review, an overall review date has been set for **September 2025**