

Data Retention Policy



Policy Statement

We are required under legislation to keep certain records about children, parents and staff members. Due to this legislation we are required to keep this information for a set amount of time as outlined within this procedure.

Procedures

Little Elms uses Iron Mountain (a storage supplier) to safely and securely store archived information. The following procedure is adopted for different types of documentation which needs to be collected:

Child/Staff Documentation

- All documentation relating to children/staff remains on site until the child/staff member has left.
- Once a child/staff member has left, the documents should be stored in appropriately labelled archive boxes (when full, these should be sent onto Iron Mountain).
- After the correct retention period has passed, all records are shredded. All documents for each child/staff member will remain on site of each nursery until the child/staff member leaves.

Other Documentation

- Should be stored on site until the end of the retention period, then shredded.

<u>Documentation</u>	<u>Retention Period</u>
Child's File	
Registration Form	3 years after child has left
Settling In Pack	Until child leaves
Emergency Treatment Form	3 years after child has left
Medication Forms	3 years after child has left
Accident Forms	25 years after child has left
Enquiry Form	Until details are on First Steps
Pre-Existing Injury Form	25 years after child has left
Child Care Plan (and any associated risk assessment)	25 years after the child has left
Birth Certificate	Until child leaves
Dietary Information (and any associated documents)	Until child leaves
SEND Information (and any associated documents)	25 years after child has left
Physical Intervention Form	25 years after child has left
Local Authority Referral Documents	25 years after child has left
Child Monitoring Form	3 years after child has left
Child Record	25 years after child has left
Child Chronology	25 years after child has left
Playroom Documentation	
Planning	12 months

Data Retention Policy



Sleep Charts	3 months
Nappy Charts	3 months
Bottle Forms	3 months
Daily Information Sheets	3 months
Outings Forms	6 months
Room Observations	12 months
Children's Registers	Three years or until the next Ofsted inspection after the child has left the setting (whichever is soonest).
Health and Safety	
Adult Accident Records	3 years
Cleaning checks	12 months
Garden checks	12 months
Daily Health and Safety Checks	12 months
Room Temperatures	12 months
Nursery Office Documentation	
Minutes of Meetings – Staff meetings, room managers meetings	12 months
Complaints Records	3 years
Incident Records	3 years
Staff Files	
Adults Concerns Documentation	6 years from cease of employment
Personal Details	
DBS Check Information	
Contract of Employment	
48 Hour Waiver	
Safer Recruitment Checklist	
Staff Suitability Declarations	
Qualification and Training Certificates	
Employment References	
Interview Notes/CV	
Supervisions/1:1's	
Identification Documents	
Right to Work	
Redundancy Records	
Disciplinary Records	
Statutory Maternity/Paternity/Adoption/ Shared Parental Leave Pay Records	
Statutory Sick Pay Records	
DBS Suitability and Disqualification Risk Assessment	
DBS Risk Assessment	

Data Retention Policy



Health Information - Fit notes - Health Questionnaire - Risk assessments - Return to works - Medical reports - OH referrals	
Recruitment (Unsuccessful Candidates)	
CV's	6 months following decision
Interview Notes	
Application form	
Any other documentation	
Payroll	
New Employee Payroll Information	For the duration of employment
Starter Checklist/P45	
Accounts	
Funding Forms	Until child leaves
Direct Debit Mandates	Until child leaves

We do not copy or retain DBS certificates

Associated Documents:

- GDPR Policy and Privacy Notice
- Data Breach Management Policy
- CCTV Policy
- GDPR Central Record (Held by the Data Controller)
- Confidentiality Policy
- Methods of Sharing Personal Data Policy