



A Touch of the Wild

Record Retention Policy

Date Created: September 2024

We recognise our obligations regarding record retention under the EYFS Statutory Framework (2014), Employers Liability Regulations (compulsory insurance) 1998, Limitation Act 1980, DBS guidelines, HMRC guidelines and the new GDPR legislation effective May 2018.

Appropriate storage

Physical records are kept in areas which

- > are weatherproof
- > are in a location free from threats or vandalism
- > have free circulation of air
- > have adequate fire detection equipment
- > are secured against unauthorized access

Documentation that is stored electronically (memory sticks, harddrive, CD's, zoho drive) is password protected to safeguard the information contained. No information is held for any longer that is necessary.

Disposal of Records

Records which have been identified as safe for disposal must be destroyed in such a way to protect the sensitivity or confidentiality of their contents. A Touch of the Wild recognises that inappropriate disposal of information could lead to a serious information breach and a fine from the ICO.

Records containing sensitive personal detail and that which could identify a person should be cross-shredded either on-site or by a reputable company.

We keep a record of when and which records have been destroyed (see the template Disposal Schedule found at the end of this policy).

Records to be kept in accordance with the EYFS

Basic Description	Contains Personal Information	Retention Period	Disposal Method
The name, home address and date of birth of each child who is looked after on the premises.	Yes	Closure of setting + 50 years. {Theses could be required to show whether or not a child attended the provision in a child protection investigation.}	Secure Disposal
The name, home address, and telephone number of a parent of each child who is looked after on the premises.	Yes	If this information is recorded in the same place as the above, then the same retention period will apply. If stored separately then it can be destroyed when the child leaves the setting.	Secure Disposal
The name, address and telephone number of any person who will be looking after children on the premises.	Yes	Closure of setting + 50 years. {Theses could be required to show whether or not a child attended the provision in a child protection investigation.}	Secure Disposal
A daily record of the names of children looked after on the premises, their hours of attendance and the names of the persons who looked after them.	Yes	These should be kept for a reasonable period from when the child leaves, for example 3 years. However, if these records are likely to be required in a child protection investigation then they should be retained for closure of setting + 50 years.	Secure Disposal
A record of accidents occurring on the premises and incident books relating to other incidents.	Yes	From the date of birth of the child involved in the accident/incident + 25 years For adult injuries retention should be 7 years from the date of the accident.	Secure Disposal

A record of any medicine administered to any child on the premises, including the date and circumstances of its administration, who administered it and the record of parental consent.	Yes	From the date of birth of the child to whom the medicine was administered + 25 years	Secure Disposal
Children's Learning Journeys, Portfolio's and Written Observations	Yes	To be sent home with the child	N/A
The name, address and telephone number of the registered person and every other person living or employed on the premises.	Yes	Closure of setting + 50 years. {Theses could be required to show who was employed in a child protection investigation.}	Secure Disposal
A statement of the procedure to be followed in the event of a fire.	No	From the date the procedure was superseded + 7 years	Secure Disposal
A statement of the procedure to be followed in the event of an accident.	No	From the date the procedure was superseded + 7 years	Secure Disposal
A statement of the procedure to be followed in the event of a missing child.	No	From the date the procedure was superseded + 7 years	Secure Disposal
A statement of the procedure to be followed where a parent has made a complaint about the service being provided by the registered person.	No	From the date the procedure was superseded + 7 years	Secure Disposal
The name, address and telephone number of the registered person and every other person living or employed on the premises.	Yes	Closure of setting + 50 years. {Theses could be required to show who was employed in a child protection investigation.}	Secure Disposal

A statement of the procedure to be followed in the event of a fire.	No	From the date the procedure was superseded + 7 years	Secure Disposal
A statement of the procedure to be followed in the event of an accident.	No	From the date the procedure was superseded + 7 years	Secure Disposal

Other records to be kept

Basic Description	Contains Personal Information	Retention Period	Disposal Method
Financial records: <ul style="list-style-type: none"> • > Annual accounts • > Bank statements • > Invoices/receipts • > Petty cash records 	No	6 years after the tax year to which they relate	Secure Disposal
PAYE records	Yes	3 years after the tax year to which they relate	Secure Disposal
Insurance Policies	No	Minimum of 6 years, maximum of 40years. Seek advice from your insurance provider.	Secure Disposal
Claims made against insurance policies (damage to property)	Yes	Case concluded + 3years	Secure Disposal
Claims made against insurance policies (personal injury)	Yes	Case concluded + 6 years	Secure Disposal

Personnel files—records relating to employment history	Yes	Termination of employment + 6 years	Secure Disposal
Basic Description	Contains Personal Information	Retention Period	Disposal Method
Pre-employment vetting information	Yes	Termination of employment + 6 years	Secure Disposal
Staff training plans	Yes	Current year + 2 years	Secure Disposal
Evidence of staff training (certificates, awards etc)	Yes	Last award + 7 years	Secure Disposal
Risk assessments	No	Date superseded + 4 years {If an accident occurred as a result of an identified risk then these should be kept for 25 years from the child involved date of birth}	Secure Disposal
Premises files (maintenance and improvements)	No	Current year + 7 years then review	Secure Disposal
Government grants	Yes	4 years from receipt of the grant	Secure Disposal

Template record disposal schedule

File Reference	Brief Description	On whose authority	Method of disposal	Date disposed
<i>Eg. Bank Statements</i>	<i>Statements for tax year 2009/10</i>	<i>Manager</i>	<i>Shredded</i>	<i>20.6.16</i>

