

Retention of records schedule



Description	Data protection issues?	Retention period	Action at the end of the life of the document
Registers, children, staff and visitors	Yes	7 years	Secure disposal
Accident/incident records	Yes	Child records - 21 years after accident Staff records - 3 years after accident	Secure disposal
Nappy change schedules	No	Current term	General disposal
Food temperature sheet	No	Current term	General disposal
Allergen records	No	Current term	General disposal
Parent contact list (inc address and telephone numbers)	Yes	While child at the setting	Secure disposal
Registration and consent forms	Yes	While child at setting	Secure disposal
Medication records	Yes	While child at setting	Secure disposal
Leavers reports	Yes	When child leaves setting	Secure disposal
Child profiles (inc photos and observations)	Yes	Passed on to parent/carers each half term	Handed to parent/carers
Child specific monitoring paperwork	Possibly	Until the child leaves	Secure disposal
Photos stored electronically, where no permission for them to be on the website	Yes	Until the child leaves	Deleted from device
Funding forms	Yes	Until funding audit, or 7 years	Secure disposal
Email addresses stored in parent/staff folder	Yes	When they leave	Removed from folder
Telephone numbers attached to names stored in phone	Yes	When they leave	Deleted from phone
Existing injury records	Yes	If not moved to the safeguarding folder, until the child leaves	Secure disposal
Child protection records	Yes	These should move setting with the child	Secure transfer (in person-receipt received)
Records of any reportable death, injury, disease or dangerous occurrence	Yes	3 years after the date the record was made	Secure disposal
Risk assessment - child/staff specific	Yes	If no incident as a result of risks, when the child leaves. If an incident as a result of risks, risk assessment moved to incident folder with incident record	Secure disposal
Risk assessment - generic	No	Life of risk assessment plus 6 years	General disposal
Fire drills	No	7 years (recorded on register)	Secure disposal
SEN files including IEP's	Yes	Until the child leaves	Handed to parent/carers to pass onto new setting
Records relating to complaints	Yes	6 years after date of resolution	Secure disposal
Staff minutes	Possibly	3 years	Secure disposal
Employers liability insurance records	No	Permanently	General disposal
Personnel files and training records	Yes	6 years after employment ceases	Secure disposal
Wage/salary records	Yes	6 complete tax years	Secure disposal
Unsuccessful job applicant	Yes	6 months after decision made	Secure disposal
Allegations against a member of staff (non-malicious)	Yes	Until the person's normal retirement age or 10 years from the date of the allegation whichever is the longer, then REVIEW	Secure disposal

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