

## RETENTION OF INFORMATION POLICY

We are required under legislation and by various bodies, such as the local authority and Ofsted, to keep certain records about children, parents and staff members. Below is a brief overview of the information that we hold, how long we hold it for and the reason why we hold it. This policy should be read in conjunction with the CNTC Confidentiality and Data Protection Policy and Procedure and Privacy Notice.

<b>Type of information</b>	<b>Retention periods</b>	<b>Reason for retention of information</b>	<b>Action at end of period</b>
Application for nursery place	Until the parent takes up a place or no longer requires a place	Information required until this time	Destroyed by secure shredding
Contracts with parents	When the child leaves the nursery and parents have settled their final account	Information required until this time	Destroyed by secure shredding
Child detail forms	3 years after the child has left Following this, only basic information kept relating to attendance dates, contact details, etc. as part of any possible future child protection trail	Local authority requirement Best practice	Destroyed by secure shredding
Child development records, profiles, diaries etc.	Information and assessments about individual children are passed on to their parents when the child leaves the nursery and to the next setting/school that the child moves on to (with the parents' permission).	Information required until this time	Destroyed by secure shredding
School/setting transfer records	3 years after the child has left	NDNA recommended best practice	Destroyed by secure shredding
Accidents and pre-existing injuries - Children	Until the child reaches 25 years of age	Local authority requirement	Destroyed by secure shredding
Medication records	Until the child reaches 25 years of age	Local authority requirement	Destroyed by secure shredding
Nappy changing records	3 years after last entry	NDNA recommended best practice	Destroyed by secure shredding
Sleep records	3 years after last entry	NDNA recommended best practice	Destroyed by secure shredding
Incident forms	3 years from incident unless child protection related in which case 50 years	NDNA recommended best practice Insurance company requirement	Destroyed by secure shredding
SEN Records	Until the child reaches 25 years of age	Local authority requirement	Destroyed by secure shredding
Registers of attendance children and staff members	3 years from last entry	NDNA recommended best practice	Destroyed by secure shredding
Observation, planning and assessment records of children	Until after next OFSTED Inspection	Ofsted requirement	Destroyed by secure shredding

<b>Type of information</b>	<b>Retention periods</b>	<b>Purpose for retention of information</b>	<b>Action at end of period</b>
Information relating to complaints	7 years	NDNA recommendation as best practice	Destroyed by secure shredding
Information relating to suspected child protection issues or investigations	50 years from incident	Local authority requirement is from child's date of birth to 25 years of age Insurance company requirement 50 years	Destroyed by secure shredding
Visitors/signing in book	50 years	Best practice	Destroyed by secure shredding
Allegation against staff member	50 years	Local authority requirement 10 years. Insurance company requirement 50 years	Destroyed by secure shredding
Staff members, Students, Agency staff members, Work Experience students personnel files and training records (including disciplinary records and working/placement time records)	7 years after staff member/student has left Following 7 years basic information relating to contact details, employment/training dates are kept for 50 years as part of any possible future child protection trail	Legal requirement  Best practice	Destroyed by secure shredding
Staff interview records	Successful applicants- 7 years after they have left Unsuccessful applicants - 6 months from decision date	Best practice  In case applicant wishes to appeal against the decision	Destroyed by secure shredding
Accidents – Adults	7 years from the date of the accident	Local authority requirement	Destroyed by secure shredding
Health and safety records as follows: Risk assessments Risk assessments relating to individuals Staff guidance Fire risk assessment and checks Water safety risk assessment and checks Gas safety records Electrical safety records Pest control records	7 years	Best practice	Destroyed by secure shredding
Health and safety records as follows: Weekly and daily checks 6 monthly checks	3 years	Best practice	Destroyed by secure shredding
Financial information, accounts, audits etc.	7 years	Legal requirement	Destroyed by secure shredding
Documentation relating to insurance certificates	40 years	Legal requirement	Destroyed by secure shredding