**Record Keeping**

High quality record keeping is essential in early years settings particularly in regards to safeguarding, a child with a child protection plan and for children with special educational needs (SEN).

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| **Operational Records**  It is recommended that operational records are kept for six years from the date of the record. This is the period in which a parent could bring a contractual claim.  Note: Longer periods may apply to other claims, examples provided below. (Please seek further legal advice for retention of relevant records). | | |
| **Records** | **Retention Period** | **Comment** |
| **Children’s Records;**   * Daily register * Accident/incident forms * Medication * Parental permission form * Complaints book * Contractual documentation * Diary slip * Risk assessments pertinent to child | It is recommended these records are retained for six years after the child has left the setting. | Refer to the Statutory Framework for the Early Years Foundation Stage |
| Special circumstances e.g.   * Serious complaint * Child protection issues * Injury * Child who receives regular medication * A child who has severe allergies * Serious illness | It is recommended retaining records until the child reaches 25 years of age, but after that period records are destroyed.  Seek advice about making and retaining copies, particularly if you are required to provide information to a third party  \*It is recommended that in special circumstances settings must take legal advice. |
| Other records, which may contain personal information or images of children or families   * Photographs/videos * Websites * Emails * Texts * Social media posts | Photographs/videos/audio-visual permissions given by parents on behalf of children for 21 years and six months. | Ensure you have updated permission from parents to take and/or post on line photos or videos.  Check if you are required to register with the Information Commissioners Office.  Use passwords to protect files. |
| Records of any reportable death, injury disease or dangerous occurrence. | Records must be kept for at least three years following the date on which the incident occurred. It is recommended these records are kept for six years in standard cases.  In special circumstances it may be appropriate to keep the records until the child reaches 25 years of age. | Ensure keep full records of notifications made to statutory agencies. |
| **Minutes/minutes books** | 10 years from the date of meeting for companies  Six years from the date of meeting for charitable incorporated organisations |  |
| **Visitors Book** | As a minimum, must be kept between inspection periods.  Seek legal advice if a special circumstance. |  |
| **Risk assessments** | Three years from date recorded. | Unless following a ‘special circumstance’ (seek legal advice). |
| **Financial Records** |  |  |
| Copy self-assessment forms and supporting records of income and expenditure, including:   * Accounts books * Invoices * Bank statements * Receipts * Cash book | Five years following the self- assessment deadline of 31 January | If you have submitted a return which is not for a complete tax year you must retain the supporting documents until the sixth anniversary of the end of the period.  If HMRC makes an enquiry into a return you have submitted you must keep the return until that enquiry is completed. |
| **Insurance documents** | Keep records for six years after the year to which the information relates.  \*Seek legal advice if special circumstance. | It is recommended that settings complete a record of all insurance policies which you have taken out. |
| **Employment Records** | | |
| * CV’s * Application forms * Interview notes unsuccessful candidates) | It is recommended to keep from for no more than one year following decision not to employ |  |
| * CV’s * Application forms * Interview notes (successful candidates) | Keep for six years following the cessation of employment |  |
| **DBS check/disclosure information**  Essential details to be recorded from the original DBS certificate – i.e. Name , date of birth, reference number, date of issue and anything recorded on the certificate | By law, the only details that can be kept for longer than six months are the date of the check, its reference number and the result.  We recommend these details are kept for six years after the member of staff has left in line with other staff records | You must remember to destroy any detailed information within six months, retaining only the date of the check, its reference number and result for longer.  Seek legal advice if special circumstances. |
| Personnel files and training records (must contain all information for all the staff employed including   * Application form * Work history * References * Supervision and appraisal * Qualifications * Disciplinary records * Working time records * Training records | Six years after employment ends | Ensure that any sensitive information for example sickness records, are kept in a secure place and separated from non-sensitive information. |
| **Wage/salary records** | Six years after the end of the tax year to which the records relate |  |
| Statutory maternity, adoption and paternity pay records | Three years after the end of the tax year in which the maternity period ends |  |
| Redundancy details, calculations of payments, refunds, notification to the | Six years from the date of redundancy |  |