

Retention of Records

Aim

The setting aims to minimise the risk of inappropriate use and distribution of personal data relating to those children, parents and families that use the setting.

The scheme is committed to a policy of openness with parents/carers with regard to its policies and procedures and the information that the scheme holds on their child. Records and information will be made available to parents/carers on written request unless subject to an exemption. If for any reason a request is going to be refused, then this decision, and an explanation, will be communicated in writing.

Records are shared with the child's parents/carers, and always available for inspection by OFSTED.

All accident, RIDDOR and child protection records are kept and archived.

The setting's certificate of registration or any notice of suspension of registration will be displayed on the premises at all times.

Financial Records

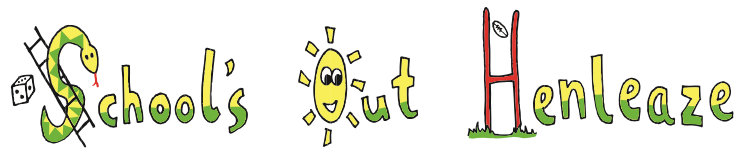
These will be kept for a maximum of 6 years. Information outside of this timeframe will be destroyed (cross-shredded) annually. This covers:

- Financial accounts.
- Sales invoices.
- Purchase invoices.
- Petty cash information.
- Bank statements.
- Cheque book and paying in book stubs.
- VAT information.
- Payroll information.
- HMRC returns.
- National Insurance etc.

Children's Records

These will be kept for a maximum of 3 years. Information outside of this timeframe will be destroyed (cross-shredded) annually. The information covered in this section includes:

- Children's registration forms.
- Daily register including names of the children attending, hours of attendance and the names of the people looking after them.
- Record of any medicinal product administered to any child on the premises.
- Incident records.



Staff Records

These will be kept for a maximum of 3 years. Information outside of this timeframe will be destroyed (cross-shredded) annually. The information covered in this section includes:

- The name, home address and telephone number of the registered person (the management committee) and every person employed by School's Out.

Child Protection/Safeguarding records

When a child moves to another education setting these should be transferred confidentially according to the "Guidance on Transfer of a Child Protection Safeguarding file to another education setting". A copy of the file should be stored securely and destroyed after (whichever is the lesser):

- Six years.
- The 25th birthday of the child.

Employment Records

- Recruitment information: 6 months.
- Employment records should be kept for 6 years after employment ceases.

Risk Assessments, Accident Records and Insurance Information

- If there has been a serious accident, latest guidance is that records and information about this are kept for 40 years in case any future insurance claim is brought about.
- Otherwise, it is 3 years.

Complaints Log

- 3 years

Policies and Procedures, Fire Safety Records, Gas and Electrical Appliance Testing (PAT) Records etc:

- If not required regarding any complaint or accident (see above), there is no legal requirement. However, School's Out will keep them for a period of 3 years.

Company Information

Trust deeds, governing documents, minutes of committee meetings, health and safety assessments should be kept indefinitely. Property Deeds should be kept permanently or until property disposed of.