

07.12 Data Retention Document for Little Doves Christian Pre-School May 24

Approach: To ensure key data retention periods are supported, it is proposed to assemble the following records into composite files as shown below (in bold). All records within each group will be retained for the longest retention period required by record types within the group. Where records within a group have a shorter retention period this is noted in brackets. Should a child not start at the setting any information that has been provided will be not be retained.

Record Groups (& Record Types)	Media	Group By	Retention Time (plus current yr)
CAF or other support services referrals	Paper	Academic year of leaving children's name	6 years from referral (or 75 years for looked after children)
Children & Safeguarding records: <ul style="list-style-type: none"> Registration details, permission forms (18 yrs old + 6 years) Registers (18 yrs old + 6 years) Medication record books (18 yrs old + 6 years) Accident records (18 yrs old + 6 years) Child Incident Records (25 yrs old) File Transfer Records/Receipts 	Paper	Academic year of leaving children's name	Leaving + 23 years (assume child could just be 2 years old when leaving. 2+23= 25yrs) (Based on PLA guide for Safeguarding) Looked After children review after 25 years.
Children Safeguarding and SEND records: <ul style="list-style-type: none"> SEND Records, Child Protection referrals & Child protection records 	Paper	Academic year of leaving children's name	Given to infant school following Transfer of Records procedures.
Photographs of child	Stored securely		Leaving + 2 years deleted
Essex County Council <ul style="list-style-type: none"> Headcount forms (4 years) Inclusion Grant forms (6 years) Visitor Books/signing in sheets (6 years) Ofsted correspondence (6 years) 	Paper	Tax year	6 years (filed with payroll & accounts)
Complaints Record Book	Paper	Academic year	10 years from date of last record/resolution of complaint
Accounting Records: <ul style="list-style-type: none"> Gift Aid documents Parent/carer bank account details obtained for refunds if necessary 	Paper Computer Files	Tax year	6 years 6 months after child leaves
Health & Safety Risk assessment forms: <ul style="list-style-type: none"> Permission slips for outings/outing risk assessments 	Paper	Academic year	3 years
Miscellaneous Letters to Parents, Newsletters, Key person lists, children working lists	Computer file	Topic	6 years
Emails: documents that are needed to be kept longer are saved into appropriate document folders	Computer	Academic year	3 years
Policies and other Op Plan items & ENCO file	Paper - see above		Life of setting plus 3 years

Where there are data protection issues owing to records containing personal data, paper records must be disposed of securely at the end of their life via confidential waste bins or crosscut shredders. **Reference Documents** Children's Commissioner for England: [Data Retention and Disposal Schedule](#) Early Years Alliance: Retention periods for records October 2016. Essex County Council. Limitation Act 1980. Taxes Management Act 1970. Information & Records Management Society. Chartered Institute of Personnel & Development.