

Data Retention Document for Little Doves Christian Pre-School June 2020

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 | Encrypted hard drive & website | | Leaving + 6 months deleted from hard drive & website |
| Essex County Council <ul style="list-style-type: none"> • Headcount Forms & Contract agreement/declaration (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) |
| 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 |
| Emails: documents need to be kept longer saved into appropriate .doc folders | Computer | Academic year | 3 years |
| Complaints Record Book | Paper | Academic year | 10 years from date of last record/resolution of complaint |
| Miscellaneous Letters to Parents, Newsletters, Key person lists, children working lists | Computer file | Topic | 6 years |
| Health & Safety Risk assessment forms: <ul style="list-style-type: none"> • Permission slips for outings/outing risk assessments | Paper | Academic year | 3 years |
| Policies and other Operational Plan items & ENCO file | Paper | | 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](#) Pre-School Learning Alliance: Retention periods for records October 2016. Essex County Council. Limitation Act 1980.