

Data Retention Document for Little Doves Christian Pre-School May 2018

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, SEND (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) • Child Protection referrals (25 yrs old) • Child protection records (25 yrs old) 	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)
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 (4 years) • Inclusion Grant Forms (6 years) • Contract agreement/declaration (4 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 	Paper Computer Files	Tax year	6 years
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.