

Fledglings Day Nursery Retention of Records

Financial Records

All financial records will be kept for a minimum of 6 years. 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.

Records about Children

Although Ofsted states children's records must be kept for a reasonable period of time and it is up to the provider to determine how long to retain children's records, we recommend this is 3 years from the date the child left the setting. This is a rolling requirement and the setting will already be storing this information going back 3 years. This information needs to be destroyed (cross-shredded or burnt) each year. The information included in this section includes:

- The name, home address and date of birth of each child looked after on the premises.
- The names, home addresses and telephone numbers of the parents/ carers of each child looked after on the premises.
- The 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, including date and circumstances of administration, by whom it was administered, including medicinal products which the child is permitted to administer to themselves, together with a record of parental consent.

Child Protection Records:

The setting should retain the record for as long as the child remains at that setting and then transfer the record as described in the Child Protection Policy "Transfer of a child protection file to another educational setting".

Settings transferring the file, should keep a copy of the transferred file themselves. This should be until the child reaches their 25th birthday.

Information and Records Management Society (IRMS) guidance states that, when a child with a child protection record reaches statutory school leaving age (or where the pupil completed 6th form studies), the last school attended should keep the child protection file until the pupil's 25th birthday.

Whether keeping a copy of a file that has been transferred or the actual file (if last school attended), a recommendation is to mark the file with the date of the child's 25th birthday as the 'Date for Destruction'. It should then be

shredded or deleted (in the case of electronic files) and a record kept of this having been done with the date and why.

When a new child starts that has previously been attending another setting, the previous setting will be asked if the child has a Child Protection/ Safeguarding File. If so, once the transfer of the file has been made, the setting should record that the file has been received (receipt) and keep this record for 6 years.

Records about the Provider:

- The name, home address and telephone number of the registered person and every person living or employed on the premises.
- The name, home address and telephone number of any person in regular unsupervised contact with children looked after on the premises.

Employment Records:

Recruitment information should be kept for 6 months for unsuccessful candidates. For successful candidates, their recruitment information becomes part of their personnel records, which need to be maintained for the duration of their employment.

Employment records that are linked in with financial records should be kept for 6 years.

Employee disciplinary and grievance records should be kept in line with the setting's Discipline and Grievance Policy.

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.

Complaints Log/Record

3 years

Policies and procedures, incident book, fire safety records, gas and electrical appliance testing records etc: if not required re any complaint or accident (see above) no legal requirement, but it would make sense to keep them for a period of 3 years after the last child has left the scheme when a setting is closing permanently.