

## 58. Access and Storage of Information

EYFS: 3.68 – 3.71

At Little Oaks Children's' Nursery we have an open access policy in relation to accessing information about the nursery and parents' own children. This policy is subject to the laws relating to data protection and document retention.

Parents are welcome to view the policies and procedures of the nursery, which govern the way in which the nursery operates. These may be viewed at any time when the nursery is open, simply by asking the nursery manager or by accessing the file in the office or on the nursery website. The nursery manager or any other relevant staff member will also explain any policies and procedures to parents or use any other methods to make sure that parents understand these in line with the nursery's communications policy.

Parents are also welcome to see and contribute to all the records that are kept on their child. However, we must adhere to data protection laws and, where relevant, any guidance from the relevant agencies for child protection.

As we hold personal information about staff and families, we are registered under data protection law with the Information Commissioner's Office. A copy of the certificate can be viewed in the office. All parent, child and staff information is stored securely according to the requirements of data protection registration, including details, permissions, certificates and photographic images. We will ensure that staff understand the need to protect the privacy of the children in their care as well as the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality.

The nursery's records and documentation that are required to be kept and stored by current legislation are performed in accordance with minimum legal archiving requirements. We currently archive these records for at least 24 years to ensure we are covered for any child protection concerns.

Nursery records and documentation that are not required to be kept are deleted or destroyed in line with the current data protection laws and our Privacy Notice which can be found on our website, on the parent noticeboard and in the GDPR folder in the office.

If Parents have a specific deletion or retention request regarding any data that we hold, please raise a query in writing and we will respond formally to your request.

This policy will be reviewed annually and amended according to any change in law/legislation.

### Retention periods for records:

| <b>Children's records</b>  | <b>Retention Period</b>  |
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| Children's records – including registers, medication record books and accident record books pertaining to the children | Until the child reaches the age of 21 -or until the child reaches the age of 24 for child protection records.  |
| Records of any reportable death, injury, disease or dangerous occurrence   | 3 years after the date the record was made   |
| <b>Personnel record's</b>  | <b>Retention Period</b>  |
| Personnel files and training records (including disciplinary records and working time records                          | 6 years after employment ceases<br>Unless safeguarding concern where LADO may advise longer  |
| DBS check  | 6 months (the following basic information should be retained after the certificate s destroyed; the date of issue; the name of subject; the type of disclosure; the position for which the disclosure was requested; the unique reference number; and the details of recruitment decision taken. |
| <i>Pay</i>   |  |
| Wage/ salary records (including overtime, bonuses and expenses)  | 6 years  |
| Statutory Maternity Pay (SMP) records  | 3 years after the end of the tax year to which they relate   |
| Statutory Sick Pay (SSP) records   | 3 years after the end of the tax year to which they relate   |
| Income tax and National insurance returns/records  | At least 3 years after the end of the tax year to which they relate  |
| Redundancy details, calculations of payments, refunds, notification to the secretary of state                          | 6 years after employment ends  |
| <i>Health and Safety</i>   |  |
| Staff accident records for organisations with 10 or more employees)  | 3 years after the date the record was made (there are separate rules for records of accidents involving hazardous substances)  |
| Records of any reportable death, injury, disease or dangerous occurrence   | 3 years after the date the record was made   |
| Accident/medical records as  | 40 years from the date of the last entry   |

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| specified by the Control of Substances Hazardous to Health Regulations (COSHH)  |  |
| Assessments under Health and Safety Regulations and records of consultations with safety representatives and committees | Permanently  |
| <b>Financial records</b>  | <b>Retention Period</b>  |
| Accounting records  | 3 years from the end of the financial year for private companies |
| <b>Administration records</b>   | <b>Retention Period</b>  |
| Insurance Certificates  | 40 years from the date insurance commences or is renewed         |
| Minutes/minute books  | 10 years from the date of the meeting                            |

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| <b>This policy was adopted on</b> | <b>Signed on behalf of the nursery</b> | <b>Date for review</b> |
| 15 <sup>th</sup> July 2020        | Lydia Adams                            | July 2021              |