

58. Access, Storage and Retention of Records Policy

EYFS: 3.69 – 3.72

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.

We will store photographs and videos of children securely, in accordance with our Safeguarding children and child protection policy and data protection law. If we will keep hard copies of images in a locked container and electronic images in a protected folder with restricted access. We will never store images of children on unencrypted portable equipment such as laptops, memory sticks or mobile devices.

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.

58. Access, Storage and Retention of Records Policy

Retention periods for records:

Children's records	Retention Period
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 22 for child protection records.
Records of any reportable death, injury, disease or dangerous occurrence	3 years after the date the record was made
Personnel record's	Retention Period
Personnel files and training records (including disciplinary records and working time records)	6 years after employment ceases 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 specified by the Control of Substances Hazardous to Health Regulations (COSHH)	40 years from the date of the last entry
Assessments under Health and Safety Regulations and records of	Permanently

58. Access, Storage and Retention of Records Policy

consultations with safety representatives and committees	
Financial records	Retention Period
Accounting records	3 years from the end of the financial year for private companies
Administration records	Retention Period
Insurance Certificates	40 years from the date insurance commences or is renewed
Minutes/minute books	10 years from the date of the meeting

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 GDPR privacy notice which can be found within our Privacy Notice policy.

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. For the purpose of this publication the term 'parents' will be used to describe all types of primary caregivers, such as biological and adoptive parents, foster carers and guardians.

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

This policy was adopted on	Signed on behalf of the nursery	Date for review
3rd March 2015	Amanda Horn – Company Director	September 2027
Latest review on		
8 th December 2021	Jade Holyoake – Nursery Manager	
18 th October 2022	Jade Holyoake – Nursery Manager	
30 th October 2023	Jade Holyoake – Nursery Manager	
23 rd October 2024	Jade Holyoake – Nursery Manager	
27 th October 2025	Alicia O'Connell – Nursery Manager	
1 st September 2026	Alicia O'Connell – Nursery Manager	